



# Wholesaler32

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# Wholesaler Software 32

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*Comtech Software write and supply specialised business  
software for many industries including Wholesale Bakers.  
Any special requirements can be incorporated in the  
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*Comtech Software  
7 Woodpark Avenue  
Knaresborough  
North Yorkshire  
HG5 9DJ  
Tel: 01423 862247  
email: davidcayre@ntlworld.com*

# Wholesaler32

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## **Publisher**

*Comtech Software*

## **Managing Editor**

*David C Ayre*

## **Technical Editors**

*David C Ayre*

*David Whittington*

## **Cover Designer**

*David C Ayre*

## **Team Coordinator**

*David C Ayre*

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*All our customers who have contributed detailed requirements for the industry. With their continuing help, we have continually developed these products since 1998.*



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# Foreword

Comtech Software has been designing software for the Wholesale Trade since 1998. You can find out more about our products from our websites at [www.selectdata.co.uk](http://www.selectdata.co.uk) and [www.wholesalersoftware.co.uk](http://www.wholesalersoftware.co.uk).

You can contact Comtech Software by writing to Comtech Software, 7 Woodpark Avenue, Knaresborough, HG5 9DJ, or by telephone at 01423 862247, or by e-mail at [davidcayre@ntlworld.com](mailto:davidcayre@ntlworld.com).

# **How to use the Wholesaler Software**

## **Operation Instructions**

# **Part**

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# 1 Introduction

Wholesaler 32 is a completely rewritten version of the standard Wholesaler which has been in use for the last ten years. The new version is written in 32 bit code which will run on all modern operating systems.

There are many new features included in the 32 bit version, such as :-

1. The ability to e-mail documents directly to customers.
2. The ability to allow customers to e-mail their orders directly to you.
3. Better data presentation.
4. The ability to run on 64 bit operating systems such as the latest versions of Windows.

The programme will use the existing set of data that you have been using with the original version of Wholesaler and no complicated upgrade will be needed. In fact it will run along side the older version, which you will be able to revert back to at any time if required.

## 1.1 Welcome

**We would like to welcome you to the new version of Wholesaler, which you will find is very similar in operation to the older version, but with some very useful additions.**

**Should you come across any problems with the new version, you can always revert to the older version until you have learnt how to use the new one. However, this should not be necessary, as the new version operates in much the same way as the original and should not look strange to you.**

## 1.2 Installation

### Network

When several computers are used, you will need a licence to include all the terminals.

The data will be housed on one computer (it doesn't matter which one) in the WSaler folder on the C:\ drive.

The programme files are housed in the aws32 folder on each machine.

The machines that do not house the data must have a drive mapped to the C:\ drive on the computer that does house the data. This will most likely be the Z:\ drive.

The original system was installed into the c:\aws folder on each machine on the network, while the data was housed in the c:\wsaler folder on the server (or the machine that had internet access).

The new version is installed into the c:\aws32 folder on each machine and accesses the same data as the original system. In this way, both systems can be used, though it is intended that the new version will eventually be used exclusively.

As with the original system, the path to the data must be stated in the c:\aws32\paths.ini file as follows :-

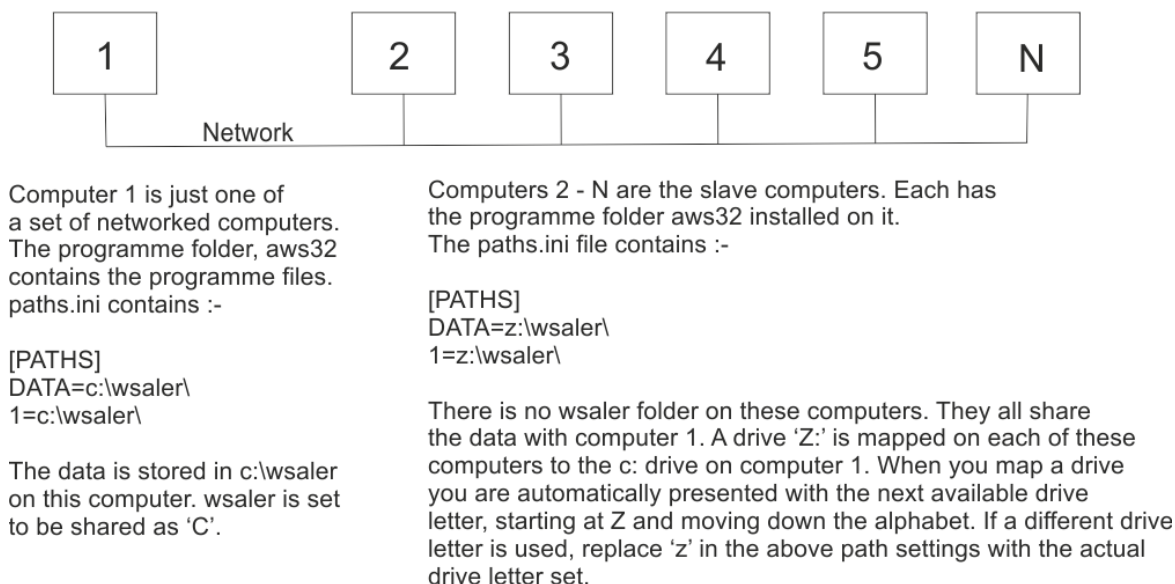
```
[PATHS]
DATA=c:\wsaler\           (if on the same machine)
MULT=
1=c:\wsaler\              (This should be the same path as the DATA statement)
```

or

```
[PATHS]
DATA=z:\wsaler\           (if the data is on another machine and z: is the mapped drive to the c:
drive on the machine where the data is stored.)
MULT=
1=z:\wsaler\              (Same as DATA statement. This is for version reference if multiple
companies are installed)
```

When the programme is started on any machine on the network, it will first check for any updates on the internet and if there is one, it will download it into the data folder. Then it will run the update on the machine where the programme is being run before opening Wholesaler. When Wholesaler is started, on any other machine, it will run the new update before opening Wholesaler.

### Installing Wsaler32 on a Network



**Make sure that all aws32 folders and the wsaler folder are set to allow data to be changed. I.e. not read only.**

## New Users

If you are not already a user of WSaler, you can install the Demo Version, obtainable by download from [www.selectdata.co.uk/aws32/installdemo32.exe](http://www.selectdata.co.uk/aws32/installdemo32.exe). This will install the executable files in the folder c:\aws32, and the demo data will be installed in c:\playdata. The paths will be automatically set for the programme to access the playdata folder. The demo version is actually a full version but is only licensed for 30 days from installation. Feel free to create orders, print delivery notes and invoices, and try out all aspects of the programme before you decide to buy a full year's licence.

## Going Live

When you are ready to go live we will send you an invoice, and on receipt of payment, will send you a registration disk. We can also help with the import of your static data into the database, such as customer and product lists. If you supply us with your customer list, including addresses, and your product list with prices, we will import the data into the wholesaler database for you.

## Existing users

If you already are using the old version of WSaler, you can still install the demo version of WSaler32 without interfering with your WSaler installation. The demo data is installed into a folder named 'Playdata' in the c: drive while the programme is installed in a new folder called aws32, also in the c: drive. You can experiment with this, using the play data while still using the old system for handling your live data. However, if you don't want to bother with the playdata, you can install the upgrade version from [www.selectdata.co.uk/aws32/install32.exe](http://www.selectdata.co.uk/aws32/install32.exe).

## Going Live

As with the new user situation, you can switch to the new version quite simply. When this is done, the paths will be changed so that the new aws32 software will operate on the existing live data. Now you can run either the old WSaler, or the new WSaler32 on the same data with no problem. However, after switching to the new system you should not need to use the old system again.

## Downloads

The Upgrade can be downloaded from [www.selectdata.co.uk/aws32/install32.exe](http://www.selectdata.co.uk/aws32/install32.exe).

The Demo Version can be downloaded from [www.selectdata.co.uk/aws32/installdemo32.exe](http://www.selectdata.co.uk/aws32/installdemo32.exe).

### 1.3 Help Files and Handbook

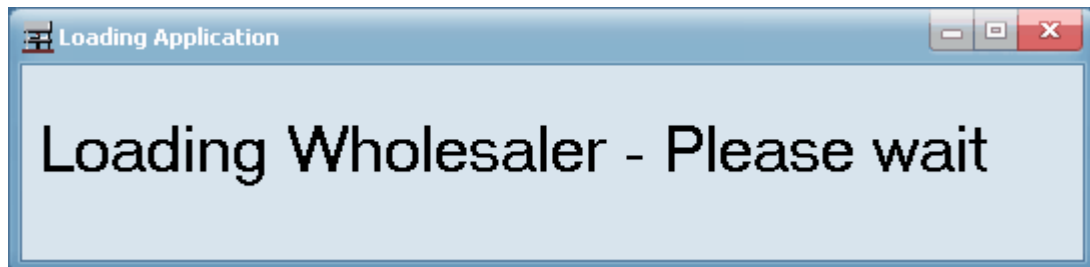
There is Context Sensitive help in WSaler32 which can be viewed by pressing the F1 key or clicking on the 'Help' button on the screen (if there is one). This will bring up the help files opened at the relevant section.

There is also a copy of the Handbook in pdf format. This can be viewed on screen but you will need a pdf viewer such as Adobe Viewer, which can be downloaded, free, from [www.adobe.com](http://www.adobe.com). This will display it on screen but will also allow you to print a hard copy. Alternatively, you can buy a printed copy from Comtech Software by contacting one of the Help Lines.

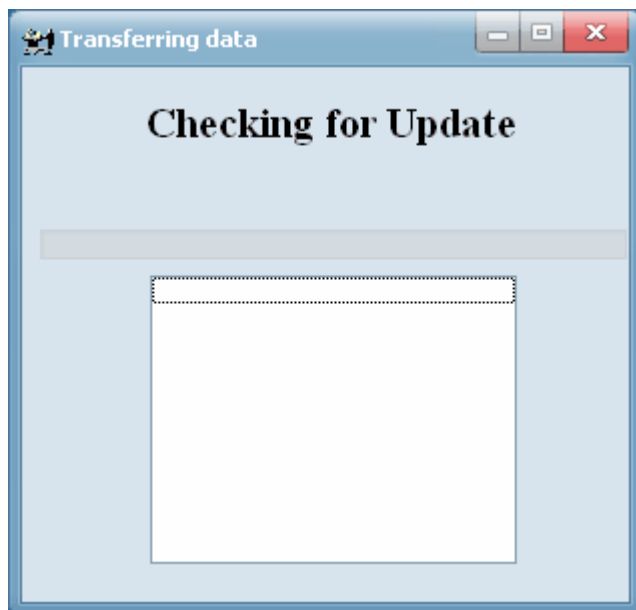
You can also download a copy of the handbook from [www.selectdata.co.uk/aws32/aws32.pdf](http://www.selectdata.co.uk/aws32/aws32.pdf).

### 1.4 Starting Wholesaler

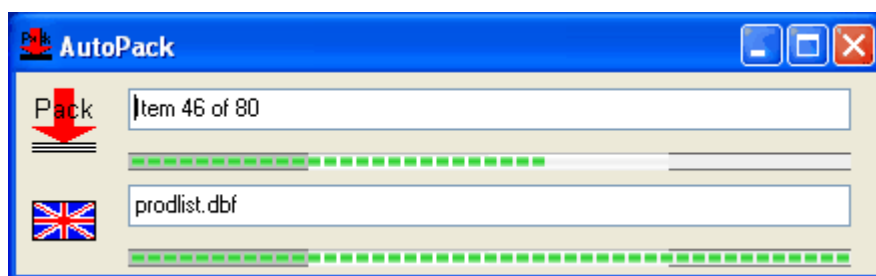
Double-click the desktop icon to start Wholesaler. This will give you the Startup window:-



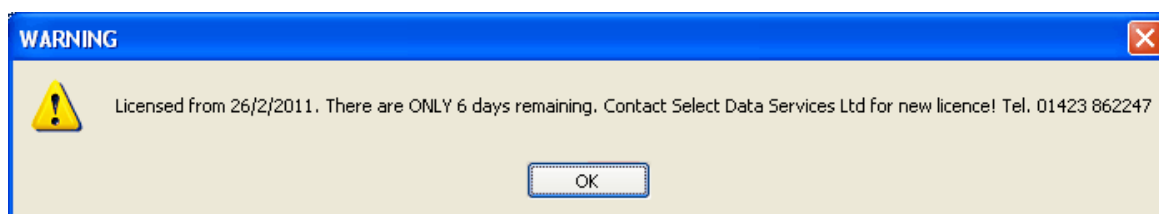
This will check the internet to see if there are any updates available.



If there are, they will be automatically downloaded and installed before the main programme starts. After any available update is installed, an automatic backup is done. This saves all your data in a backup file. Backups are kept for 7 days after which the oldest backup is discarded and a new one added. The most recent backup will be named backup.zip. The backup from the previous day will be backup1.zip and so on to backup6.zip.



If your registration is within 30 days of running out, you will get this reminder:-



Invoices for licence renewal will be sent out 30 days before the month of renewal to give you time to send your remittance before the licence expires. On receipt of payment, a new licence will be sent to you.

Next, you will see the welcome screen:-



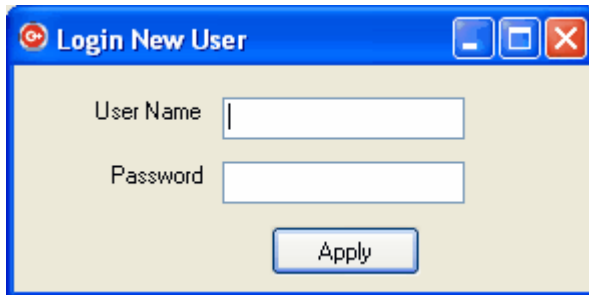
Click OK to continue. This will then show the Main Menu screen with all the options disabled with the exception of the Login and Logout buttons:-



Click the Login button to login. If you have entered Users with Passwords, you will then see a window which will allow you to enter your user name and password. If no users have been entered, the Login window will not appear and you will go straight to the 'Convert Standing Orders' screen.

### 1.4.1 Login

If you have entered Users with Passwords, the following window will appear:-

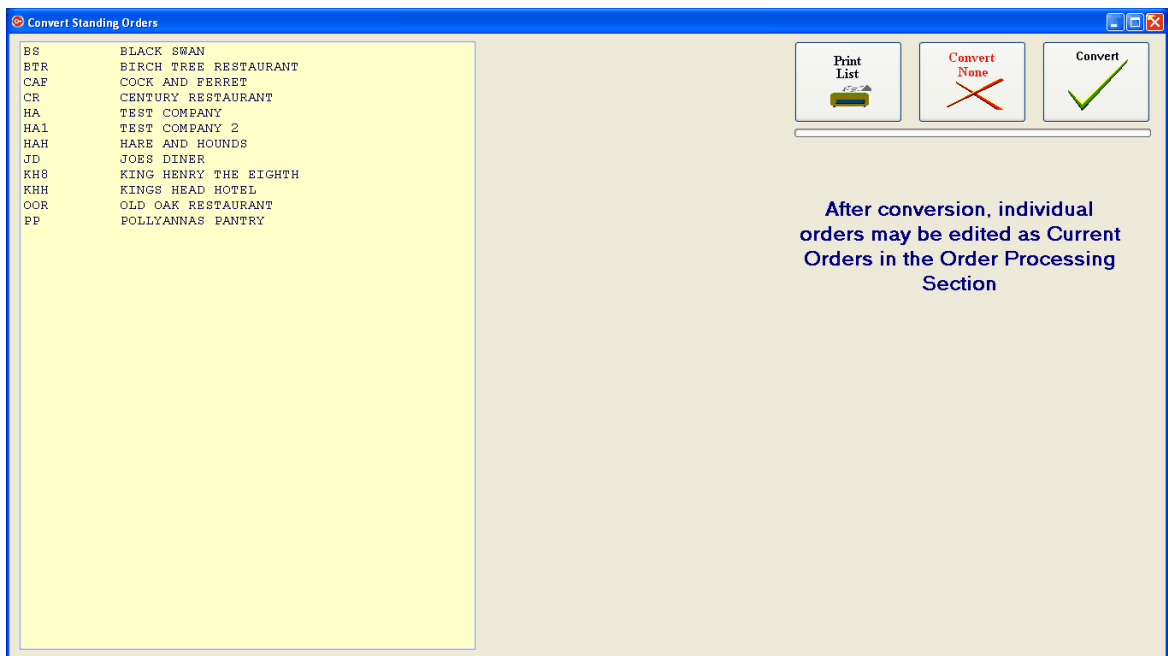


A dialog box titled "Login New User" with a blue title bar. It contains two text input fields: "User Name" and "Password". Below the fields is an "Apply" button.

Enter your Username and Password and then click Apply. If your Username and Password are recognised, you will then move on to the main menu which will have all the buttons enabled that you are entitled to access. Different users may have different access restrictions.

### 1.4.2 Convert Standing Orders

Each Morning, when you first start Wholesaler, you will be presented with this screen (assuming you have Standing Orders entered for your customers).



A screen titled "Convert Standing Orders" with a blue title bar. On the left, there is a list of customer codes and names. On the right, there are three buttons: "Print List", "Convert None", and "Convert". Below the buttons, there is a text box with the following text:

After conversion, individual orders may be edited as Current Orders in the Order Processing Section

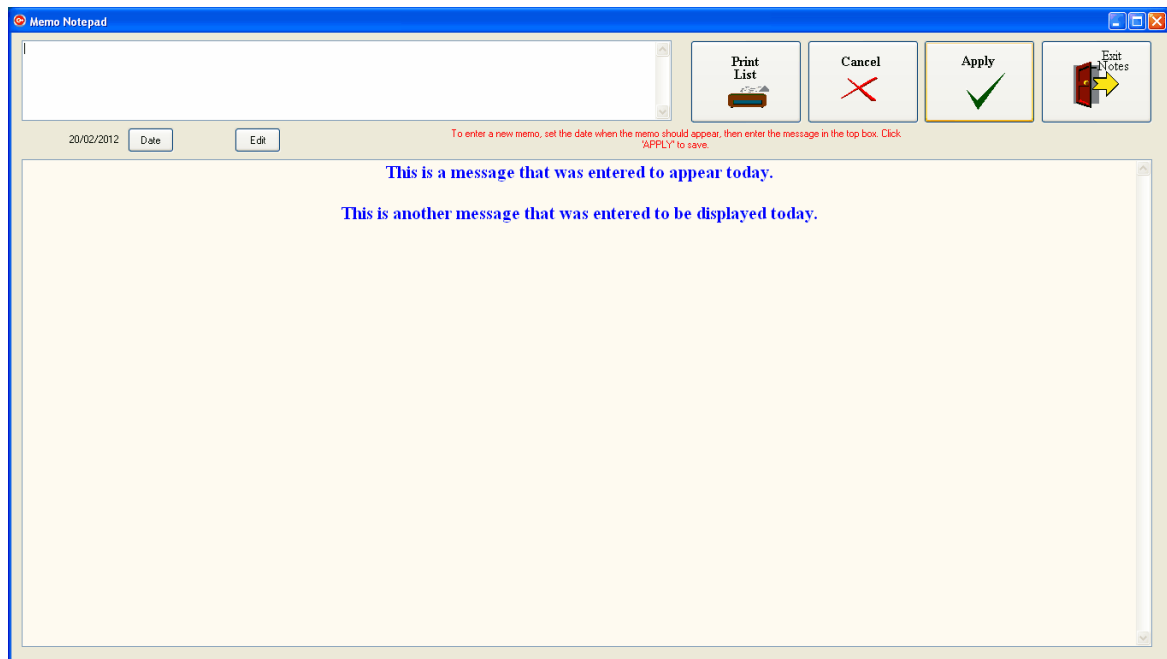
BS	BLACK SWAN
BTR	BIRCH TREE RESTAURANT
CAF	COCK AND FERRET
CR	CENTURY RESTAURANT
HA	TEST COMPANY
HA1	TEST COMPANY 2
HAH	HARE AND HOUNDS
JD	JOES DINER
KH8	KING HENRY THE EIGHTH
KHH	KINGS HEAD HOTEL
OOR	OLD OAK RESTAURANT
PP	POLLYANNAS PANTRY

Click Convert to convert all Standing Orders for the following day. Click 'Convert None' to skip this operation. Standing orders can be converted at any time during the day if you re-start the programme, or you can use the Advance Standing Orders in the Orders section.

**N.B. Standing Orders should not be entered for customers using Web Ordering.**

### 1.4.3 Memos

After converting Standing Orders (or skipping this process) you will be presented with the Memo screen which allows you to enter messages, to yourself or other users, to appear on a set date. If there are any messages for the present day, they will appear on the screen.



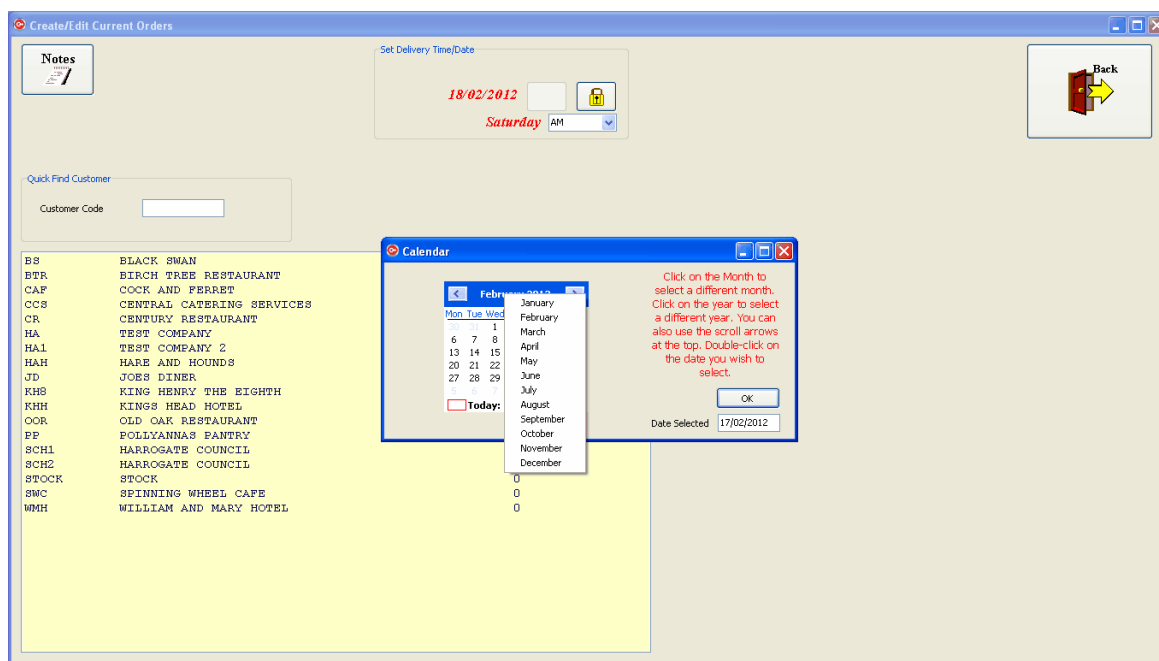
If you wish to enter a memo, to yourself or any other operator, set the date for the message to be displayed by clicking the Date button and selecting the date from the calendar, then enter the message in the box at the top and click Apply to save it. You can Print your messages by clicking the 'Print List' button.

## 1.5 Setting the Date

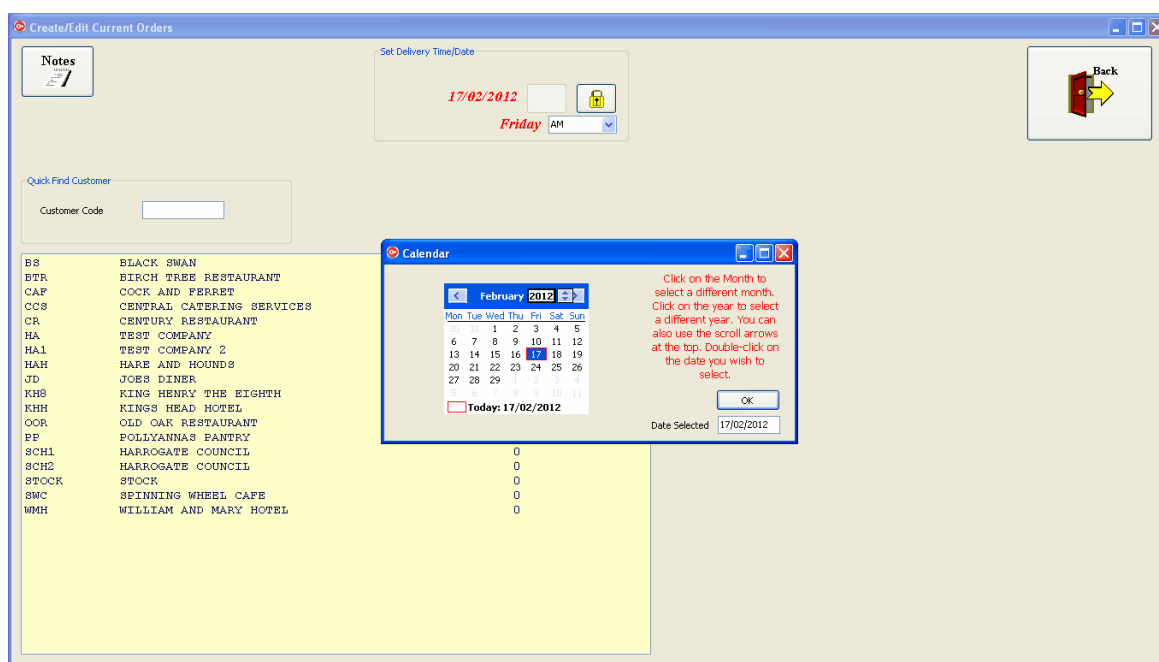
In many of the screens there is a button to let you set the date. This brings up the following screen (or a similar one) :-



Double-click the date to set that date, or select the date and click OK. If you require a different month, click on the month and select the one required.



Similarly with the year :-



In this case, use the up or down arrows to change the year.

## 1.6 Main Menu

Double-click the start icon on the desktop to open Wholesaler 32. It will first run through a sequence of tests to find out if there is a current update to download. If there is, it will do that and then run the update before opening the programme.

Firstly, a Splash screen will appear showing the Version number, company that the software is licensed to, and the number of days left for the licence to run.

Click 'Apply' to clear Splash screen.

The Main menu screen will appear with all the buttons greyed out except for the 'Login' and 'Logout' buttons. Initially there will not be any users registered so no login box will appear and you will go straight into the programme. However, if you have entered users with passwords for access,



a box will appear for you to enter the user name and password before being given access. Setting User Access will be discussed later, but initially, you will be given immediate access.

The first screen to appear is the 'Convert Standing Orders' screen. This will only appear if the standing orders for the next day have not been converted. You have the option at this point of converting the standing orders into current orders for the following day's delivery, or skipping this option.

The next screen to appear is the Memo page where you can leave messages to appear at a later date. Close this page and the Main Menu page will appear. The 'Convert Standing Orders' and Memo pages will be discussed later.

The Main Menu screen:-



The Login button will now have been replaced by the Help button. The active buttons are now :-

1. Order Processing - which includes all the functions associated with creating orders.
2. Finance - this includes the Receipts, Statements, Audit and reports sections.
3. End-of-Day Routines - while orders can be entered throughout the day, at the end of the day there are a set of routines that must be run before the night's production. These include the printing of production lists, delivery notes, invoices and reprinting of various documents.
4. Data Maintenance - contains all the static data entry and editing screens.
5. Utilities - for setting all the preset user options, user and password entry and data admin screens.
6. Ingredient Control - stock control of ingredients.
7. Stock Control - stock control of finished products.
8. Backup Data - allows you to make a backup of your data to a memory stick.
9. Help - opens the Help files and displays them on the screen.
10. Logout - logs the user out of the programme and allows a new user to login or close the programme.

Each of these sections will be dealt with separately.

# How to use the Wholesaler Software

## Operation Instructions

# Part

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## 2 Main Menu

After logging in, the main menu will appear. This will give you access to all the main sections of the programme.



The main sections are as follows:-

1. **Order Processing** - This deals with all aspects of order creating and editing.
2. **Finance** - This gives access to the Mini-Accounts section, Archived records and Reports.
3. **End-of-Day routines** - This includes printing/emailing of production lists, delivery notes invoices, statements and reprinting/emailing of documents.
4. **Data Maintenance** - This allows entry and editing of all static data such as customer, products, ingredients and recipes.
5. **Utilities** - This allows access to the operational preferences, user access control and data management.
6. **Ingredient Control** - Allows stock control of ingredients. You need to have setup recipes for this to be operational.
7. **Stock Control** - Allows you to keep track of stock, if products are made for stock purposes.
8. **Backup Data** - It is sensible to take regular backups of your data, especially just before doing an invoice run or similar bulk data operation, so that if anything goes wrong during this operation, you will be able to restore the data to the situation it was at just before the bulk operation. **N.B. It is advisable to contact Wholesaler Software support before restoring data.**

### 2.1 Order Processing

This section deals with all aspects of order creating and processing.

#### Standing orders

A set of typical order template can be created for each customer for any day of the week with four possible delivery times. These can be AM (normal delivery), PM, D3 and D4. Orders for different times in the same day will be stored as separate orders. In general, most users only use the AM or default delivery time.

#### Converting Standing Orders

Standing Orders would usually be converted into Current Orders first thing in the morning and would be edited as and when required if the customer rang in with a variation to the Standing Order. Editing of orders is carried out in the Current Orders Section.

## Advance Standing Orders

Orders may be created for future delivery days rather than the standard next-day-delivery, using the Advance Standing Orders Section. In this section you can set the date to a day in the future and convert Standing Orders for each customer selected.

## Current Orders (Orders)

The Current orders allows you to create an order, usually for delivery the next day, but can be for any day in the future. This is done by selecting individual products from the list and entering the quantity required. Existing orders may also be edited this way.

## Editing Deliveries

Before orders are delivered, a delivery note must be printed. When this is done, the order status is changed from 'Order' to 'Delivery'. The same data is contained in the record, but it is now classed as a delivery. This means that it will no longer appear in the Orders section and if you need to edit it (if an item wasn't delivered or the customer took extra from the van, for example) you would have to edit it in the 'Edit Deliveries' section.

Only 'Deliveries' will appear in the invoicing section. That is, you cannot invoice an order until it has been delivered.

## Delivery Credits

After invoicing, deliveries cannot be edited. So if an item or items are returned and the delivery is not edited before the invoice is printed, a 'Delivery Credit Note' will have to be raised. This is to keep the accounting straight.

## Internet Ordering

There is a facility for you to download orders from a set of web pages on the internet where customers have placed their orders. These pages can be obtained from Comtech Software and can be added to your own website or can be hosted by Comtech Software for you. These pages interface directly with WSaler32 and will import the orders directly from the web pages into the WSaler database.

## EDI Orders

Some large organisations, such as supermarkets, like to place orders and receive invoices by electronic means known as EDI. We have facilities built into WSaler32 to allow EDI communication via two main channels.

1. Falcoe handles data from most big outlets and converts their data into a common format to communicate with WSaler32. This is accessed via the 'Falcoe EDI' button.
2. Enterprise Foods handle orders mainly from the Co-op. WSaler32 handles the invoicing to Enterprise Foods automatically, but the Orders can be imported via the 'Enterprise Foods' button.

### 2.1.1 Order Processing

This section deals with the entry of all current and standing orders.



This section allows you to create and edit Standing orders, create and edit current orders, edit Deliveries and create Delivery Credits.

- **Standing Orders** can be created for any customer who has similar orders on a regular basis. These can be different for each day of the week.
- **Import Orders.** This allows you to import Orders emailed to you by customers who have been given the Wholesaler Order Creating software. **Now obsolete. See Web Ordering**
- **Advance Standing Orders** This allows you to convert a Standing Order into an order for any future date.
- **Orders** This opens the current Orders Window and allows you to create a new order for a customer manually, or change one that has already been created.
- **Edit Deliveries** Once delivery notes have been printed, the orders are redesignated as deliveries. In this state they are ready for invoicing, however, if items are not actually delivered, as per the delivery note, the delivery can be edited to correct this before invoicing.
- **Delivery Credits** After invoicing, delivery corrections can only be done by creating a Credit Note.
- **Internet Ordering** This section supersedes the the customer based ordering system as it is easier to implement and easier to use.
- **Falcone EDI.** If you have a contract with Falcone for the transmission of EDI orders and/or invoices and credits, this section will be activated. The EDI code, to be entered in the Utilities/Prefences section is '4' for Falcone and is added to any other EDI codes in use.
- **Enterprise Foods.** This section will be activated if you have a contract with Enterprise Foods to transmit order and invoice data by EDI. The EDI code to be entered in the Preferences section is '1'.

## Transaction Structure

A **Standing Order** is a template which contains the details of a typical order. These can be different for each day of the week though they don't relate to any particular date. That means that a Standing Order for a Thursday will be the same for any Thursday and is used as a pattern for creating an actual order.

An **Order, or Current Order**, is an actual order which is to be delivered on a particular date. This has a 'Transaction' structure which has a flag which identifies its state. This record, once created, is transferred through the system with only small changes. Up until the time it is delivered, it is flagged as an **Order**.

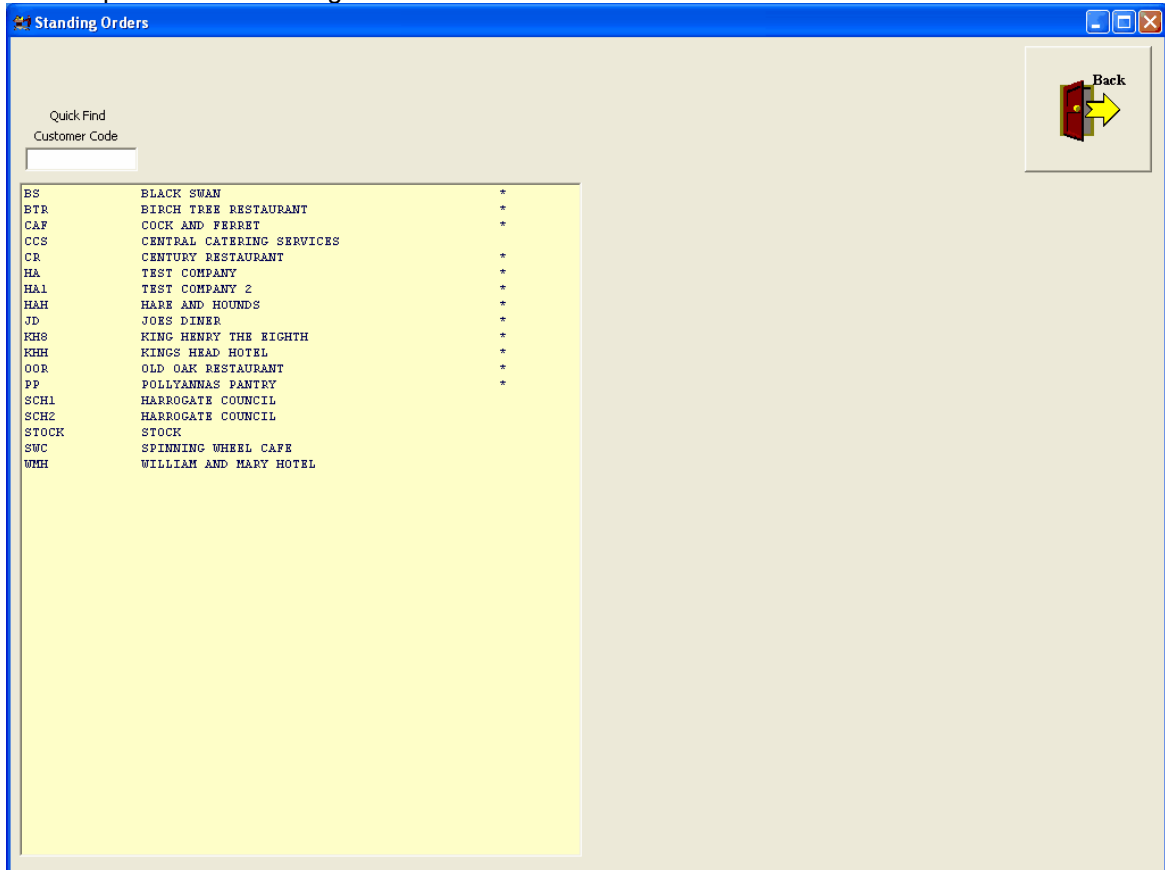
As soon as you print the delivery notes, the transaction becomes a **Delivery**. This is done by changing the flag to **Delivery**. This means that these records will not now be included in production lists as they are deemed to have already been produced and delivered.

At the end of the week, an invoice run is usually printed. This prints the invoices and flags the deliveries as **Invoices** and moves them to the invoice file. Only transaction flagged as **Deliveries**

can be invoiced. Once invoiced, the record cannot be edited. The only way to correct a wrongly invoiced transaction is to raise a credit note.

### 2.1.1.1 Standing Orders

A set of template orders can be created for each customer for the days they receive orders. These are compiled in the Standing Orders section.



This brings up a list of the customers. Those with Standing Orders have an asterisk '\*' after them. To create standing orders for a customer who has none, double-click the customer.

**Standing Orders**

*WILLIAM AND MARY HOTEL*

Cancel

Select Days

AM/PM	D3/D4
AM	PM
<input type="checkbox"/> Monday	<input type="checkbox"/> Monday
<input type="checkbox"/> Tuesday	<input type="checkbox"/> Tuesday
<input type="checkbox"/> Wednesday	<input type="checkbox"/> Wednesday
<input type="checkbox"/> Thursday	<input type="checkbox"/> Thursday
<input type="checkbox"/> Friday	<input type="checkbox"/> Friday
<input type="checkbox"/> Saturday	<input type="checkbox"/> Saturday
<input type="checkbox"/> Sunday	<input type="checkbox"/> Sunday
<input type="button" value="View AM"/>	<input type="button" value="View PM"/>

This shows the days all unticked. If the customer had had standing orders for any of the days, those days would be ticked.

### Create the First Standing Order

Tick the first day for which you wish to create a standing order.

Standing Orders

**WILLIAM AND MARY HOTEL**

MON AM

Print List    Order Complete    Cancel

A120	LARGE W/M LOAF
A120A	NEW TEST PRODUCT
A121	SMALL W/M LOAF
A121S	SMALL W/M SLICED
A122	LARGE W/M SLICED
A124	LG WHITE SLICED
A124A	DOUBLE SLICED PACK
A125	LG WHT THICK SL
A126	LARGE BROWN LOAF
A127	LG BROWN SLICED
A128	LG BROWN THICK
A129	GRAN LARGE
A129-T	TRAY GRAN LARGE
A130	GRAN LG SLICED
A131	GRAN LG THICK
A132	SMALL WHITE LOAF
A133	SM WHT SLICED
A134	SM WHT THICK
A135	SMALL BROWN LOAF
A136	SM BROWN SLICED
A137	SM BROWN THICK
A138	SMALL GRAN LOAF
A139	SM GRAN SLICED
A140	SM GRAN THICK
B100	WHITE COB LG
B101	BROWN COB LG
B102	GRAN COB LG
B103	WHITE COB SM
B104	BROWN COB SM
B105	GRAN COB SM
B334	WHITE COBS 6 PACK
B335	BROWN COBS 6 PACK
B336	GRAN COBS 6 PACK
B337	WHITE COBS SM 12 PK
B338	BROWN COBS SM 12 PK
B339	GRAN COBS SM 12 PK
C100	PORK PIE LARGE
C200	PORK PIE SMALL 6 PK
C201	PORK PIE SMALL
D100	FRUIT CAKE LARGE
H001	BEST HAM
P001	PORK PIE STANDARD

Now double-click the first product that you wish to add to the standing order.

Standing Orders

**WILLIAM AND MARY HOTEL**

MON AM

**A120**

Quantity

Apply

Cancel



Enter the quantity and then click 'Apply' button. This quantity may vary, but enter a typical figure.

**Standing Orders**

*WILLIAM AND MARY HOTEL*

MON AM

A120	LARGE W/M LOAF	12	1-1
------	----------------	----	-----

Buttons: Print List, Order Complete, Cancel

Product List (Left):

- A120 LARGE W/M LOAF
- A120A NEW TEST PRODUCT
- A121 SMALL W/M LOAF
- A121S SMALL W/M SLICED
- A122 LARGE W/M SLICED
- A124 LG WHITE SLICED
- A124A DOUBLE SLICED PACK
- A125 LG WHT THICK SL
- A126 LARGE BROWN LOAF
- A127 LG BROWN SLICED
- A128 LG BROWN THICK
- A129 GRAN LARGE
- A129-T TRAY GRAN LARGE
- A130 GRAN LG SLICED
- A131 GRAN LG THICK
- A132 SMALL WHITE LOAF
- A133 SM WHT SLICED
- A134 SM WHT THICK
- A135 SMALL BROWN LOAF
- A136 SM BROWN SLICED
- A137 SM BROWN THICK
- A138 SMALL GRAN LOAF
- A139 SM GRAN SLICED
- A140 SM GRAN THICK
- B100 WHITE COB LG
- B101 BROWN COB LG
- B102 GRAN COB LG
- B103 WHITE COB SM
- B104 BROWN COB SM
- B105 GRAN COB SM
- B334 WHITE COBS 6 PACK
- B335 BROWN COBS 6 PACK
- B336 GRAN COBS 6 PACK
- B337 WHITE COBS SM 12 PK
- B338 BROWN COBS SM 12 PK
- B339 GRAN COBS SM 12 PK
- C100 PORK PIE LARGE
- C200 PORK PIE SMALL 6 PK
- C201 PORK PIE SMALL
- D100 FRUIT CAKE LARGE
- H001 BEST HAM
- P001 PORK PIE STANDARD

This enters the first item into the standing order list. Continue until you have added all the products for that order. Then click 'Order Complete'. This will take you back to the Customer List.

## Adding Standing Orders for Other Days

Double-click the customer.

Standing Orders

*WILLIAM AND MARY HOTEL*

Cancel

Select Days

AM/PM	D3/D4
AM	PM
<input checked="" type="checkbox"/> Monday	<input type="checkbox"/> Monday
<input type="checkbox"/> Tuesday	<input type="checkbox"/> Tuesday
<input type="checkbox"/> Wednesday	<input type="checkbox"/> Wednesday
<input type="checkbox"/> Thursday	<input type="checkbox"/> Thursday
<input type="checkbox"/> Friday	<input type="checkbox"/> Friday
<input type="checkbox"/> Saturday	<input type="checkbox"/> Saturday
<input type="checkbox"/> Sunday	<input type="checkbox"/> Sunday
View AM	View PM

This shows Monday ticked as we have already entered a standing order for Monday. Click 'View AM'

**Standing Orders**

**WILLIAM AND MARY HOTEL**

**Print List**

**Standing Order Array**

**<---Double-click product in List Box to add it to the array, then enter values**

Save Cancel

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
A120	12	0	0	0	0	0	0
A124A	5	0	0	0	0	0	0
A127	12	0	0	0	0	0	0
A128	4	0	0	0	0	0	0
A132	25	0	0	0	0	0	0
Total	58	0	0	0	0	0	0

Products

A120 LARGE W/M LOAF  
 A120A NEW TEST PRODUCT  
 A121 SMALL W/M LOAF  
 A121S SMALL W/M SLICED  
 A122 LARGE W/M SLICED  
 A124 LG WHITE SLICED  
 A124A DOUBLE SLICED PACK  
 A125 LG WHT THICK SL  
 A126 LARGE BROWN LOAF  
 A127 LG BROWN SLICED  
 A128 LG BROWN THICK  
 A129 GRAN LARGE  
 A129-T TRAY GRAN LARGE  
 A130 GRAN LG SLICED  
 A131 GRAN LG THICK  
 A132 SMALL WHITE LOAF  
 A133 SM WHT SLICED  
 A134 SM WHT THICK  
 A135 SMALL BROWN LOAF  
 A136 SM BROWN SLICED  
 A137 SM BROWN THICK  
 A138 SMALL GRAN LOAF  
 A139 SM GRAN SLICED  
 A140 SM GRAN THICK  
 B100 WHITE COB LG  
 B101 BROWN COB LG  
 B102 GRAN COB LG  
 B103 WHITE COB SM  
 B104 BROWN COB SM  
 B105 GRAN COB SM  
 B334 WHITE COBS 6 PACK  
 B335 BROWN COBS 6 PACK  
 B336 GRAN COBS 6 PACK  
 B337 WHITE COBS SM 12 PK  
 B338 BROWN COBS SM 12 PK  
 B339 GRAN COBS SM 12 PK  
 C100 PORK PIE LARGE  
 C200 PORK PIE SMALL 6 PK  
 C201 PORK PIE SMALL  
 D100 FRUIT CAKE LARGE  
 H001 BEST HAM  
 P001 PORK PIE STANDARD

This shows a grid of all the orders for the week. You will see the order you have already created in the Monday column. All entries for the other days are zero. If the other days have similar orders you can copy the Monday order to the other days. Click the 'Copy' button above the Monday column.

**Standing Orders**

**WILLIAM AND MARY HOTEL**

**Print List**

**Standing Order Array**

**<---Double-click product in List Box to add it to the array, then enter values**

**Save** **Cancel**

**Finish Copying** **Paste** **Paste** **Paste** **Paste** **Paste** **Paste**

Products	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
A120	12	0	0	0	0	0	0
A124A	5	0	0	0	0	0	0
A127	12	0	0	0	0	0	0
A128	4	0	0	0	0	0	0
A132	25	0	0	0	0	0	0
Total	58	0	0	0	0	0	0

**List Box:**

- A120 LARGE W/M LOAF
- A120A NEW TEST PRODUCT
- A121 SMALL W/M LOAF
- A121S SMALL W/M SLICED
- A122 LARGE W/M SLICED
- A124 LG WHITE SLICED
- A124A DOUBLE SLICED PACK
- A125 LG WHT THICK SL
- A126 LARGE BROWN LOAF
- A127 LG BROWN SLICED
- A128 LG BROWN THICK
- A129 GRAN LARGE
- A129-T TRAY GRAN LARGE
- A130 GRAN LG SLICED
- A131 GRAN LG THICK
- A132 SMALL WHITE LOAF
- A133 SM WHT SLICED
- A134 SM WHT THICK
- A135 SMALL BROWN LOAF
- A136 SM BROWN SLICED
- A137 SM BROWN THICK
- A138 SMALL GRAN LOAF
- A139 SM GRAN SLICED
- A140 SM GRAN THICK
- B100 WHITE COB LG
- B101 BROWN COB LG
- B102 GRAN COB LG
- B103 WHITE COB SM
- B104 BROWN COB SM
- B105 GRAN COB SM
- B334 WHITE COBS 6 PACK
- B335 BROWN COBS 6 PACK
- B336 GRAN COBS 6 PACK
- B337 WHITE COBS SM 12 PK
- B338 BROWN COBS SM 12 PK
- B339 GRAN COBS SM 12 PK
- C100 PORK PIE LARGE
- C200 PORK PIE SMALL 6 PK
- C201 PORK PIE SMALL
- D100 FRUIT CAKE LARGE
- H001 BEST HAM
- P001 PORK PIE STANDARD

Then click the 'Paste' button above the days you wish to make the same as Monday. Click 'Finish Copying' when you have copied all you require.

**Standing Orders**

**WILLIAM AND MARY HOTEL**

**Print List**

Standing Order Array

<---Double-click product in List Box to add it to the array, then enter values

Save Cancel

Products	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
A120	12	12	12	12	12	12	0
A124A	5	5	5	5	5	5	0
A127	12	12	12	12	12	12	0
A128	4	4	4	4	4	4	0
A132	25	25	25	25	25	25	0
Total	58	58	58	58	58	58	0

A120 LARGE W/M LOAF  
 A120A NEW TEST PRODUCT  
 A121 SMALL W/M LOAF  
 A121S SMALL W/M SLICED  
 A122 LARGE W/M SLICED  
 A124 LG WHITE SLICED  
 A124A DOUBLE SLICED PACK  
 A125 LG WHT THICK SL  
 A126 LARGE BROWN LOAF  
 A127 LG BROWN SLICED  
 A128 LG BROWN THICK  
 A129 GRAN LARGE  
 A129-T TRAY GRAN LARGE  
 A130 GRAN LG SLICED  
 A131 GRAN LG THICK  
 A132 SMALL WHITE LOAF  
 A133 SM WHT SLICED  
 A134 SM WHT THICK  
 A135 SMALL BROWN LOAF  
 A136 SM BROWN SLICED  
 A137 SM BROWN THICK  
 A138 SMALL GRAN LOAF  
 A139 SM GRAN SLICED  
 A140 SM GRAN THICK  
 B100 WHITE COB LG  
 B101 BROWN COB LG  
 B102 GRAN COB LG  
 B103 WHITE COB SM  
 B104 BROWN COB SM  
 B105 GRAN COB SM  
 B334 WHITE COBS 6 PACK  
 B335 BROWN COBS 6 PACK  
 B336 GRAN COBS 6 PACK  
 B337 WHITE COBS SM 12 PK  
 B338 BROWN COBS SM 12 PK  
 B339 GRAN COBS SM 12 PK  
 C100 PORK PIE LARGE  
 C200 PORK PIE SMALL 6 PK  
 C201 PORK PIE SMALL  
 D100 FRUIT CAKE LARGE  
 H001 BEST HAM  
 P001 PORK PIE STANDARD

However, the other days may need to be slightly different from Monday's order. To change quantities, place the cursor into the cell to be changed by left-clicking that cell. Then double-click the cell to select the number. Enter a new quantity. repeat this for every quantity to be changed. You can use the tab key to move along the rows.

## Adding another Product

You may require another product for some of the days. to do this, double-click the product in the blue list. this will add another product line to the grid with all quantities set to zero. You can then change the quantities for any day that requires this product to be included. When you have finished entering data, click the 'Save' button. Click 'Cancel' to exit this screen.



This now shows you the list of days. Each one that is ticked will contain a standing order for that day.

### Editing a Standing Order for a single Day

If you need to change a Standing order for just one day, you can do it by clicking the day you wish to change.

**Standing Orders**

**WILLIAM AND MARY HOTEL**

**THUR AM**

Print List    Order Complete    Cancel

A120	LARGE W/M LOAF	12
A120A	NEW TEST PRODUCT	
A121	SMALL W/M LOAF	
A121S	SMALL W/M SLICED	
A122	LARGE W/M SLICED	
A124	LG WHITE SLICED	
A124A	DOUBLE SLICED PACK	5
A125	LG WHT THICK SL	
A126	LARGE BROWN LOAF	
A127	LG BROWN SLICED	12
A128	LG BROWN THICK	4
A132	SMALL WHITE LOAF	25

A120	LARGE W/M LOAF	
A124A	DOUBLE SLICED PACK	
A127	LG BROWN SLICED	
A128	LG BROWN THICK	
A132	SMALL WHITE LOAF	

A120	LARGE W/M LOAF	
A120A	NEW TEST PRODUCT	
A121	SMALL W/M LOAF	
A121S	SMALL W/M SLICED	
A122	LARGE W/M SLICED	
A124	LG WHITE SLICED	
A124A	DOUBLE SLICED PACK	
A125	LG WHT THICK SL	
A126	LARGE BROWN LOAF	
A127	LG BROWN SLICED	
A128	LG BROWN THICK	
A129	GRAN LARGE	
A129-T	TRAY GRAN LARGE	
A130	GRAN LG SLICED	
A131	GRAN LG THICK	
A132	SMALL WHITE LOAF	
A133	SM WHT SLICED	
A134	SM WHT THICK	
A135	SMALL BROWN LOAF	
A136	SM BROWN SLICED	
A137	SM BROWN THICK	
A138	SMALL GRAN LOAF	
A139	SM GRAN SLICED	
A140	SM GRAN THICK	
B100	WHITE COB LG	
B101	BROWN COB LG	
B102	GRAN COB LG	
B103	WHITE COB SM	
B104	BROWN COB SM	
B105	GRAN COB SM	
B334	WHITE COBS 6 PACK	
B335	BROWN COBS 6 PACK	
B336	GRAN COBS 6 PACK	
B337	WHITE COBS SM 12 PK	
B338	BROWN COBS SM 12 PK	
B339	GRAN COBS SM 12 PK	
C100	PORK PIE LARGE	
C200	PORK PIE SMALL 6 PK	
C201	PORK PIE SMALL	
D100	FRUIT CAKE LARGE	
H001	BEST HAM	
P001	PORK PIE STANDARD	

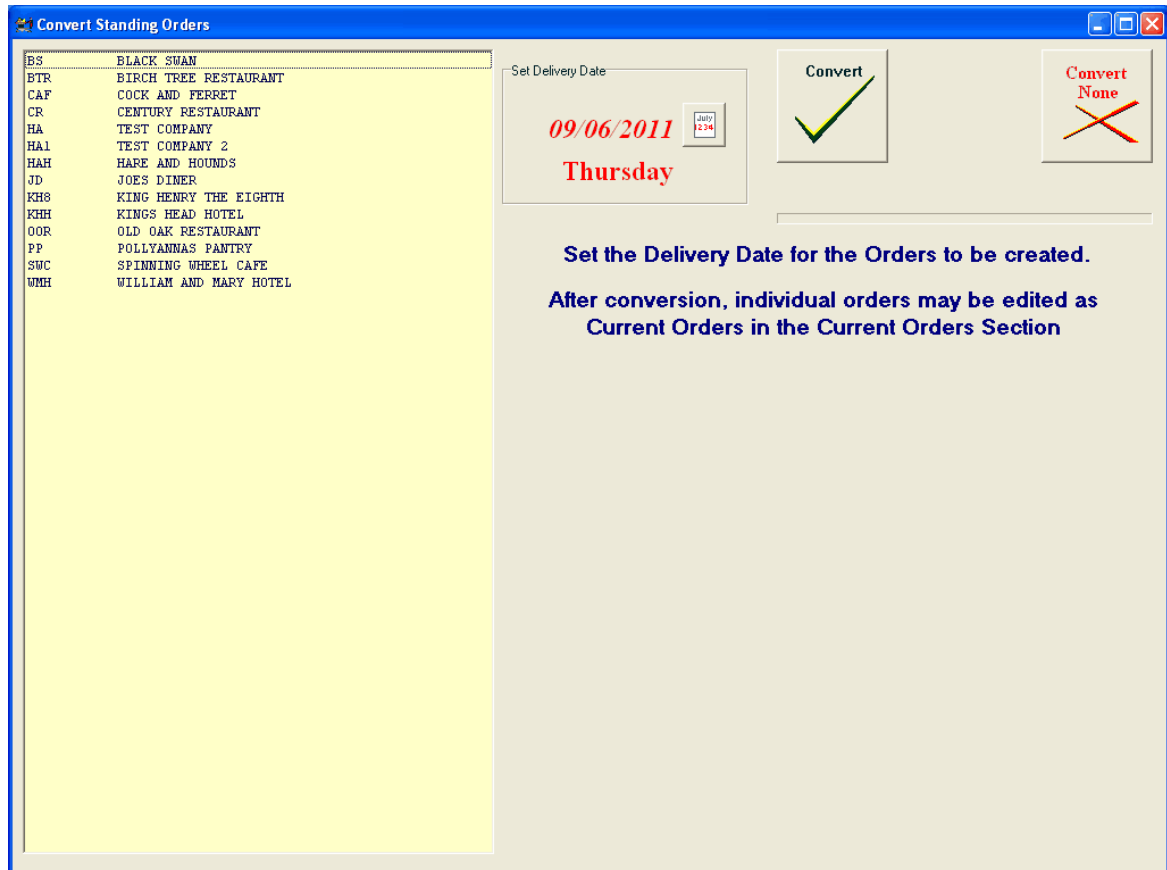
This gives you the standing order for that day. The Customer name is shown at the top of the screen and the Day and delivery is shown in the centre at the top in blue. Now you can add a product by double-clicking it, as described previously, and entering the quantity, or you can change the quantity of an existing product by double-clicking it in the right-hand list and then entering the new quantity.

When you have finished editing, click 'Order Complete' to save the changes.

To remove a product from the list, double-click it and then enter zero for the quantity.

### 2.1.1.2 Advance S/Orders

This section allows you to create current orders for any day in the future based on the standing order for that day. This is an alternative to the standard daily conversion of standing orders that you would do when first opening the programme at the start of the day.



This shows the list of customers that have standing orders for that day. The default date is the following day, however this can be changed. Click the button next to the date.



Double-click on the date for which the order is to be created. NB this is the date when the products are to be delivered. The date will then be shown as the date you have selected and the day of the week will be displayed also. The customers in the list will then be the ones that have Standing Orders for the set date.

## Creating the Orders

If you wish to create orders for all the customers in the list, simply click 'Convert'. However, if you wish to create orders for only a few customers, select the ones you want orders for before clicking 'Convert'. To select one or more customers, click the first one that you want, then, holding down the CTRL key, click on each of the other customers you want to select. If you need to deselect a customer, hold down the CTRL key and click on the customer to be deselected.

If you decide not to create the orders, for some reason, click 'Convert None'.



### 2.1.1.3 Orders

This section allows you to create current orders manually or edit orders already created. Click the 'Orders' button.

Customer Code	Customer Name	Outstanding Orders
BS	BLACK SWAN	0
BTR	BIRCH TREE RESTAURANT	0
CAF	COCK AND FERRET	0
CCS	CENTRAL CATERING SERVICES	0
CR	CENTURY RESTAURANT	0
HA	TEST COMPANY	0
HA1	TEST COMPANY 2	0
HAH	HARE AND HOUNDS	0
JD	JOES DINER	0
KH8	KING HENRY THE EIGHTH	0
KHH	KINGS HEAD HOTEL	0
OOR	OLD OAK RESTAURANT	0
PP	POLLYANNAS PANTRY	0
SCH1	HARROGATE COUNCIL	0
SCH2	HARROGATE COUNCIL	0
STOCK	STOCK	0
SWC	SPINNING WHEEL CAFE	0
WMH	WILLIAM AND MARY HOTEL	0

This brings up the above screen showing the date of the next delivery and the list of customers showing the number of current orders outstanding for each customer. This is the number down the right-hand side of the list.

### Creating/Editing an Order



Double-click the customer for whom you wish to create or edit an order. If there is already an order for the set date/delivery, it will be displayed in a new list box at the right-hand side of the screen. Otherwise you will see the following:-

If you wish to base the order on a previous order or on a standing order, click 'Yes'. Otherwise, click 'No'.

### Basing a new Order on a Standing Order

**Create/Edit Current Orders**

Notes

Set Delivery Time/Date  
**14/06/2011**    
**Tuesday** AM

Cancel

Product Details

Product Code

Quantity

Line Note  **OLD OAK RESTAURANT**

Stock

☐ Take from Stock

Selling Price  0.00

Total Quantity  0

Order Ref

Ord/Del No.

Order No.

Order Value  0.00

A120 LARGE W/M LOAF  
 A120A NEW TEST PRODUCT  
 A121 SMALL W/M LOAF  
 A121S SMALL W/M SLICED  
 A122 LARGE W/M SLICED  
 A124 LG WHITE SLICED  
 A124A DOUBLE SLICED PACK  
 A125 LG WHT THICK SL  
 A126 LARGE BROWN LOAF  
 A127 LG BROWN SLICED  
 A128 LG BROWN THICK  
 A129 GRAN LARGE  
 A129-T TRAY GRAN LARGE  
 A130 GRAN LG SLICED  
 A131 GRAN LG THICK  
 A132 SMALL WHITE LOAF  
 A133 SM WHT SLICED  
 A134 SM WHT THICK  
 A135 SMALL BROWN LOAF  
 A136 SM BROWN SLICED  
 A137 SM BROWN THICK  
 A138 SMALL GRAN LOAF  
 A139 SM GRAN SLICED  
 A140 SM GRAN THICK  
 B100 WHITE COB LG  
 B101 BROWN COB LG  
 B102 GRAN COB LG  
 B103 WHITE COB SM  
 B104 BROWN COB SM  
 B105 GRAN COB SM  
 B334 WHITE COBS 6 PACK  
 B335 BROWN COBS 6 PACK  
 B336 GRAN COBS 6 PACK

Select Days

☒ AM/PM ☐ D3/D4

AM PM

☒ Monday ☐ Monday

☒ Tuesday ☐ Tuesday

☒ Wednesday ☐ Wednesday

☒ Thursday ☐ Thursday





☒ Friday ☐ Friday



☐ Saturday ☐ Saturday

☐ Sunday ☐ Sunday

If there is a standing order there will be a tick in the box for that day. Click the one that you want to base your order on.

**Create/Edit Current Orders**

Notes  Delete Order  Set Delivery Time/Date: **14/06/2011**  **Tuesday** AM 

Order Complete  Fast Edit 

Product Details

Product Code:  Stock:  Order Ref:

Quantity:  ☐ Take from Stock Ord/Del No.:

Line Note: **OLD OAK RESTAURANT** Selling Price:  31.14 Order No.:

Total Quantity:  29 Order Value:  0.00

A120	LARGE W/M LOAF					
A120A	NEW TEST PRODUCT					
A121	SMALL W/M LOAF					
A121S	SMALL W/M SLICED					
A122	LARGE W/M SLICED					
A124	LG WHITE SLICED					
A124A	DOUBLE SLICED PACK					
A125	LG WHT THICK SL					
A126	LARGE BROWN LOAF					
A127	LG BROWN SLICED					
A128	LG BROWN THICK					
A129	GRAN LARGE					
A129-T	TRAY GRAN LARGE					
A130	GRAN LG SLICED					
A131	GRAN LG THICK					
A132	SMALL WHITE LOAF					
A133	SM WHT SLICED					
A134	SM WHT THICK					
A135	SMALL BROWN LOAF					
A136	SM BROWN SLICED					
A137	SM BROWN THICK					
A138	SMALL GRAN LOAF					
A139	SM GRAN SLICED					
A140	SM GRAN THICK					
B100	WHITE COB LG					
B101	BROWN COB LG					
B102	GRAN COB LG					
B103	WHITE COB SM					
B104	BROWN COB SM					
B105	GRAN COB SM					
B334	WHITE COBS 6 PACK					
B335	BROWN COBS 6 PACK					
B336	GRAN COBS 6 PACK					

A124A	DOUBLE SLICED PACK	4	1.41750	0.0000	0	0
B334	WHITE COBS 6 PACK	6	1.03169	0.0000	0	0
B335	BROWN COBS 6 PACK	12	0.97819	0.0000	0	0
B336	GRAN COBS 6 PACK	7	1.07724	0.0000	0	0

The new order will appear in the list box on the right while a product list will appear in the blue list box on the left.

## Adding a New Product

To add another product to the order, double-click on the required product in the blue list.

**Create/Edit Current Orders**

Notes Delete Item Delete Order Set Delivery Time/Date 14/06/2011 Tuesday AM Apply Order Complete Production Notes

Product Details  
 Product Code: A130 **GRAN LG SLICED**  
 Quantity:   
 Line Note: **OLD OAK RESTAURANT**

Stock: 58  
☐ Take from Stock  
 Selling Price: 0.98199  
 Total Quantity: 29

Order Ref:   
 Ord/Del No.: 100665  
 Order No.:   
 Order Value: 0.00

Free of charge |1  
 Fresh today |2  
 New note |3

A124A	DOUBLE SLICED PACK	4	1.41750	0.0000	0	0
B334	WHITE COBS 6 PACK	6	1.03169	0.0000	0	0
B335	BROWN COBS 6 PACK	12	0.97819	0.0000	0	0
B336	GRAN COBS 6 PACK	7	1.07724	0.0000	0	0

Enter the quantity in the 'Quantity' box.

The dark blue box gives a list of line notes that can be appended to the product in the order. If you use these, double-click the note you want to add, or enter a new note into the 'Line Note' box. Click 'Apply' or hit the RTN key to enter the product into the order list.

## Edit and Existing Entry

If you wish to change the quantity of an item already in the order, double-click the item and enter the new quantity in the same way that you did for adding a new product.

## Take From Stock

If you have stock of the product, the Stock Quantity will be shown in the 'Stock' box at top centre. If you wish to use this stock for the order, tick the 'Take from Stock' tick box. This will mean that the production list will not call for these items to be made.







## Selling Price

The Selling Price for a product is calculated using the price list set for the customer and the various discounts that might also be set for the customer. **NB The price that is applied at the time the order is created is the price the customer is charged, even if there is a price change before the product is delivered.**

You have the option to change the calculated price, manually by changing the price shown in the 'Selling Price' box before clicking 'Apply'.

Each item that has been added or modified, will have an asterisk \* after the product name.

**Create/Edit Current Orders**

Notes  Delete Order  Set Delivery Time/Date **14/06/2011**  **Tuesday**  AM  **Order Complete**  **Fast Edit**

Product Details

Product Code  Stock 45 Order Ref

Quantity  ☐ Take from Stock Ord/Del No. 100665

Line Note **OLD OAK RESTAURANT** Selling Price 1.07724 Order No.

Total Quantity 46 Order Value 48.31

A120	LARGE W/M LOAF
A120A	NEW TEST PRODUCT
A121	SMALL W/M LOAF
A121S	SMALL W/M SLICED
A122	LARGE W/M SLICED
A124	LG WHITE SLICED
A124A	DOUBLE SLICED PACK
A125	LG WHT THICK SL
A126	LARGE BROWN LOAF
A127	LG BROWN SLICED
A128	LG BROWN THICK
A129	GRAN LARGE
A129-T	TRAY GRAN LARGE
A130	GRAN LG SLICED
A131	GRAN LG THICK
A132	SMALL WHITE LOAF
A133	SM WHT SLICED
A134	SM WHT THICK
A135	SMALL BROWN LOAF
A136	SM BROWN SLICED
A137	SM BROWN THICK
A138	SMALL GRAN LOAF
A139	SM GRAN SLICED
A140	SM GRAN THICK
B100	WHITE COB LG
B101	BROWN COB LG
B102	GRAN COB LG
B103	WHITE COB SM
B104	BROWN COB SM
B105	GRAN COB SM
B334	WHITE COBS 6 PACK
B335	BROWN COBS 6 PACK
B336	GRAN COBS 6 PACK

A124A	DOUBLE SLICED PACK	4	1.41750	0.0000	0	0
A130	GRAN LG SLICED	*	12	0.98199	0.0000	0
B334	WHITE COBS 6 PACK		6	1.03169	0.0000	0
B335	BROWN COBS 6 PACK		12	0.97819	0.0000	0
B336	GRAN COBS 6 PACK	*	12	1.07724	0.0000	0



## Saving the Order

Click 'Order Complete' to save the order. There will now be a '1' after the customer name to show that he now has 1 current order in the system.


**Create/Edit Current Orders**

Notes

Set Delivery Time/Date

**14/06/2011**  

**Tuesday** AM

Back 

Quick Find Customer

Customer Code

BS	BLACK SWAN	0
BTR	BIRCH TREE RESTAURANT	0
CAF	COCK AND FERRET	0
CCS	CENTRAL CATERING SERVICES	0
CR	CENTURY RESTAURANT	0
HA	TEST COMPANY	0
HA1	TEST COMPANY 2	0
HAH	HARE AND HOUNDS	0
JD	JOES DINER	0
KH8	KING HENRY THE EIGHTH	0
KHH	KINGS HEAD HOTEL	0
OOR	OLD OAK RESTAURANT	1
PP	POLLYANNA'S PANTRY	0
SCH1	HARROGATE COUNCIL	0
SCH2	HARROGATE COUNCIL	0
STOCK	STOCK	0
SWC	SPINNING WHEEL CAFE	0
WMH	WILLIAM AND MARY HOTEL	0

## Fast Edit

This is a useful facility if you have created the order from the day's standing order. More often than not, you will have to change quantities after the order has been converted. To do this, double-click on the customer to display the order.

**Create/Edit Current Orders**

Notes | Print List | Delete Order | Set Delivery Time/Date: **14/06/2011** Tuesday AM | Order Complete | Fast Edit

Product Details: Product Code:  Quantity:  Line Note: **OLD OAK RESTAURANT**

Stock: 45 | Order Ref:  | Take from Stock: ☐ | Selling Price: 0.00 | Ord/Del No.: 100665 | Order No.:  | Total Quantity: 48 | Order Value: 50.37

Current Order for OLD OAK RESTAURANT	
A120	LARGE W/M LOAF
A120A	NEW TEST PRODUCT
A121	SMALL W/M LOAF
A121S	SMALL W/M SLICED
A122	LARGE W/M SLICED
A124	LG WHITE SLICED
A124A	DOUBLE SLICED PACK
A125	LG WHT THICK SL
A126	LARGE BROWN LOAF
A127	LG BROWN SLICED
A128	LG BROWN THICK
A129	GRAN LARGE
A129-T	TRAY GRAN LARGE
A130	GRAN LG SLICED
A131	GRAN LG THICK
A132	SMALL WHITE LOAF
A133	SM WHT SLICED
A134	SM WHT THICK
A135	SMALL BROWN LOAF
A136	SM BROWN SLICED
A137	SM BROWN THICK
A138	SMALL GRAN LOAF
A139	SM GRAN SLICED
A140	SM GRAN THICK
B100	WHITE COB LG
B101	BROWN COB LG
B102	GRAN COB LG
B103	WHITE COB SM
B104	BROWN COB SM
B105	GRAN COB SM
B334	WHITE COBS 6 PACK
B335	BROWN COBS 6 PACK
B336	GRAN COBS 6 PACK

Then click the 'Fast Edit' button. This will put the first item in the order into the editing boxes at the top with the Quantity highlighted. Enter the new quantity, if it is different, and hit the RTN key. This returns the edited item to the list and puts the next into the editing boxes. Repeat the operation until you have complete the full order. Then click 'Order Complete' to save the order.

## Delete Item

If you wish to delete an item in an order, double-click the item in the order list and then click 'Delete Item' button.

If you are using Fast Edit, just set the quantity to zero when the item appears in the editing box.

## Delete Order



Double-click the customer to display the order, then click 'Delete Order'.


## Editing an Order for a Day other than the Date Set

If a customer has several orders in the system for different days, you can edit orders for days other than the following day by setting the date to the delivery date for the order (if it is known), and editing as described above. However, if the dates are not known, single-click the customer.

**Create/Edit Current Orders**

Notes

Set Delivery Time/Date  
**14/06/2011**    
**Tuesday** AM

Back 

Quick Find Customer  
 Customer Code


BS	BLACK SWAN	0
BTR	BIRCH TREE RESTAURANT	0
CAF	COCK AND FERRET	0
CCS	CENTRAL CATERING SERVICES	0
CR	CENTURY RESTAURANT	0
HA	TEST COMPANY	0
HA1	TEST COMPANY 2	0
HAH	HARE AND HOUNDS	0
JD	JOES DINER	0
KH8	KING HENRY THE EIGHTH	0
KHH	KINGS HEAD HOTEL	0
<b>00R</b>	<b>OLD OAK RESTAURANT</b>	<b>1</b>
PP	POLLYANNA'S PANTRY	0
SCH1	HARROGATE COUNCIL	0
SCH2	HARROGATE COUNCIL	0
STOCK	STOCK	0
SWC	SPINNING WHEEL CAFE	0
WHH	WILLIAM AND MARY HOTEL	0



Edit Orders



This will produce a new button, 'Edit Orders'. Click this to display a list of orders.

**Create/Edit Current Orders**

Notes

Delete Item 

Set Delivery Time/Date  
**14/06/2011**    
**Tuesday** AM

Cancel  Production Notes 

Product Details

Product Code

Quantity

Line Note **OLD OAK RESTAURANT**

Stock  Order Ref

☐ Take from Stock

Selling Price  Ord/Del No.

Total Quantity  Order No.

Order Value

Current Orders for 00R

100665 Tuesday AM 14/06/2011 ORD

A120	LARGE W/M LOAF
A120A	NEW TEST PRODUCT
A121	SMALL W/M LOAF
A121S	SMALL W/M SLICED
A122	LARGE W/M SLICED
A124	LG WHITE SLICED
A124A	DOUBLE SLICED PACK
A125	LG WHT THICK SL
A126	LARGE BROWN LOAF
A127	LG BROWN SLICED
A128	LG BROWN THICK
A129	GRAN LARGE
A129-T	TRAY GRAN LARGE
A130	GRAN LG SLICED
A131	GRAN LG THICK
A132	SMALL WHITE LOAF
A133	SM WHT SLICED
A134	SM WHT THICK
A135	SMALL BROWN LOAF
A136	SM BROWN SLICED
A137	SM BROWN THICK
A138	SMALL GRAN LOAF
A139	SM GRAN SLICED
A140	SM GRAN THICK
B100	WHITE COB LG
B101	BROWN COB LG
B102	GRAN COB LG
B103	WHITE COB SM
B104	BROWN COB SM
B105	GRAN COB SM
B334	WHITE COBS 6 PACK
B335	BROWN COBS 6 PACK
B336	GRAN COBS 6 PACK



In this case, there is only one order. The entry shows the order number, day of the week and date. Double-click this to display the order. Edit the order as described previously. You can enter a customer's Order No and/or Order Ref. if you wish, before clicking 'Order Complete'.

## Line Notes

It is possible to add notes to individual lines on the order. To do this, double-click the product to be inserted into the order (as normal) and insert a note in the 'Line Note' box. This will then be included in the order. It will also go into the database for future use. Any Line Notes that have been added will appear in the dark blue box as below.

**Product Details**

Product Code: A132 **SMALL WHITE LOAF**

Quantity:  **BIRCH TREE RESTAURANT**

Line Note:

Stock: 85

☐ Take from Stock

Selling Price: 0.61965

Total Quantity: 24

Order Ref:

Ord/Del No.: 100666

Order No.:

Order Value: 19.75

**Line Notes (Dark Blue Box):**

- Free of charge 11
- Fresh today 12
- Two for the price of one 13

**Current Order for BIRCH TREE RESTAURANT**

Item Code	Item Description	Quantity	Unit Price	Total Price	Order Value
A126	LARGE BROWN LOAF	3	0.92188	0.0000	0
A127	LG BROWN SLICED	5	0.94500	0.0000	0
A128	LG BROWN THICK	7	0.94103	0.0000	0
A132	SMALL WHITE LOAF	6	0.61965	0.0000	3
A138	SMALL GRAN LOAF	3	0.65019	0.0000	0

To use one of the previously entered notes, just double-click the note you require and it will appear in the 'Line Note' box.

## To delete a Saved Line Note

If there are line notes in the list that are no longer relevant, it is possible to delete them by clicking the button with the blue rubber, just to the left of the 'Line Note' box. This will delete the note from the box and from the database also.



## Setting the Delivery Date for an Order

When you open the Orders section, the date will automatically be set for the next delivery date, usually the following day, AM delivery.

**Create/Edit Current Orders**

Notes

Set Delivery Time/Date


**15/06/2011**  

**Wednesday** AM

Quick Find Customer

Customer Code

BS	BLACK SWAN	0
BTR	BIRCH TREE RESTAURANT	1
CAF	COCK AND FERRET	0
CCS	CENTRAL CATERING SERVICES	0
CR	CENTURY RESTAURANT	0
HA	TEST COMPANY	0
HA1	TEST COMPANY 2	0
HAH	HARE AND HOUNDS	1
JD	JOES DINER	0
KH8	KING HENRY THE EIGHTH	0
KHH	KINGS HEAD HOTEL	0
OOR	OLD OAK RESTAURANT	0
PP	POLLYANNA'S PANTRY	0
SCH1	HARROGATE COUNCIL	0
SCH2	HARROGATE COUNCIL	0
STOCK	STOCK	0
SWC	SPINNING WHEEL CAFE	0
WMH	WILLIAM AND MARY HOTEL	0



If today's date is Tuesday 14/6/2011, the date will appear as above. If you want to enter orders for Friday 17/6/2011, click the button to the right of the date.

**Select Date**

June 2011

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Last Month Next Month

Last Year Next Year

Today OK



Date Selected 14/6/2011

Double-click the 17 in the calendar to set that date.


**Create/Edit Current Orders**

Notes

Set Delivery Time/Date

**17/6/2011**  

**Friday** AM

Back 

Quick Find Customer

Customer Code

BS	BLACK SWAN	0
BTR	BIRCH TREE RESTAURANT	1
CAF	COCK AND FERRET	0
CCS	CENTRAL CATERING SERVICES	0
CR	CENTURY RESTAURANT	0
HA	TEST COMPANY	0
HA1	TEST COMPANY 2	0
HAH	HARE AND HOUNDS	1
JD	JOES DINER	0
KH8	KING HENRY THE EIGHTH	0
KHH	KINGS HEAD HOTEL	0
OOR	OLD OAK RESTAURANT	0
PP	POLLYANNA'S PANTRY	0
SCH1	HARROGATE COUNCIL	0
SCH2	HARROGATE COUNCIL	0
STOCK	STOCK	0
SWC	SPINNING WHEEL CAFE	0
WMH	WILLIAM AND MARY HOTEL	0

You can see that the date is now set to Friday 17/6/2011. If you wish to enter orders for several customers for this delivery date, click the button with the padlock on it and this will lock the date to the one set, otherwise it will revert to the default setting for the next customer. When locked, the word 'Locked' will appear above the date.

## Setting Delivery Time

There is the facility to have more than one delivery a day. In fact there are four possible deliveries. The default is AM and this is all you need if you only have one delivery a day. To set a different delivery, select a different one from the dropdown list.

Notes

Set Delivery Time/Date

17/6/2011  
Friday

Back

Quick Find Customer

Customer Code

BS	BLACK SWAN	0
BTR	BIRCH TREE RESTAURANT	1
CAF	COCK AND FERRET	0
CCS	CENTRAL CATERING SERVICES	0
CR	CENTURY RESTAURANT	0
HA	TEST COMPANY	0
HA1	TEST COMPANY 2	0
HAH	HARE AND HOUNDS	1
JD	JOES DINER	0
KH8	KING HENRY THE EIGHTH	0
KHH	KINGS HEAD HOTEL	0
OOR	OLD OAK RESTAURANT	0
PP	POLLYANNA'S PANTRY	0
SCH1	HARROGATE COUNCIL	0
SCH2	HARROGATE COUNCIL	0
STOCK	STOCK	0
SWC	SPINNING WHEEL CAFE	0
WMH	WILLIAM AND MARY HOTEL	0

The options are AM, PM, D3 and D4.

## Notes

This is the same as the Notes button on other sections. It allows you to leave a message for a particular date that will appear on that date when you start the programme. The note can be a reminder for yourself or a message for another user.

### 2.1.1.4 Edit Deliveries

This allows you to edit the contents of any order that has been delivered but not yet invoiced.

**Edit Deliveries**

Notes

Set Delivery Time/Date

16/06/2011

Thursday AM

Back

Quick Find Customer

Customer Code

BS	BLACK SWAN
BTR	BIRCH TREE RESTAURANT
CAF	COCK AND FERRET
CR	CENTURY RESTAURANT
HA	TEST COMPANY
HA1	TEST COMPANY 2
HAH	HARE AND HOUNDS
KHS	KING HENRY THE EIGHTH
KHH	KINGS HEAD HOTEL
OOR	OLD OAK RESTAURANT
PP	POLLYANNA'S PANTRY
SUC	SPINNING WHEEL CAFE
WHH	WILLIAM AND MARY HOTE

The date defaults to the next day, though you can change this to the day of the delivery that you wish to edit. This will then show a list of customers that had deliveries on that day.

## Editing a Delivery

The delivery is the record of what was required in the order and is what was recorded on the delivery note. However, there are occasions when the amount delivered does not match up with the amount on the delivery note. This may be because an item was lost or damaged or simply not required at the time of delivery. This means that the delivery note needs to be corrected to match what was actually delivered. This is important as the contents of the delivery note is what will be invoiced.

Double-click the customer whose delivery needs correcting.

CODE	DESCRIPTION	QTY	PRICE
A126	LARGE BROWN LOAF	3.000	0.9219
A127	LG BROWN SLICED	5.000	0.9450
A128	LG BROWN THICK	7.000	0.9410

This will display the contents of the delivery note as above. Double-click the item to be corrected and change the quantity.

Hit the RTN key or click 'Apply' to return the corrected record to the list or click 'Delete Item' to remove it from the order.

When you have done all the corrections, click Editing Complete to save the changes. You will then be asked if you wish to print the corrected delivery note.

Click 'Yes' to print or 'No' if you don't require a print.

**It is the best procedure to correct delivery notes before invoices are raised. This avoids having to raise credit notes which complicates the accounts.**

## Deleting a Delivery

If a complete order was not delivered, for some reason, you can delete the delivery by clicking the 'Delete Order' button while the order is being displayed.

### 2.1.1.5 Delivery Credits

Once a delivery has been invoiced, the only way it can be changed is to raise a **Credit Note**. Click 'Delivery Credits' to obtain the Credits screen.

**Delivery Credits**

**Stock Returns**

**Invoice Data**

Customer Code:  Company:  Delivery Number:

Product Code:  Product:  Invoice Number:

Quick-Find Code:  Quantity:  ☐ Enter Returns ☐ Full Invoice Selling Price:

CODE	COMPANY
AJ	A J
AL	A L
ANGIES	ANGIES
ARSHAD	ARSHAD
ASSTOR	A S STORES
BAHIA	BAHIA
BAHIA1	BAHIA
BONGOS	BONGOS
BRUNCH	BRUNCH BOX
CAFE	CAFE
CHARLE	CHARLESTOWN
CLAYTO	CLAYTON CARAVAN PARK
COSTC1	COSTCUTTER
COSTC2	COSTCUTTER LOCHORE
COSTSA	COSTSAVERS
CROSSG	CROSSGATES
DAIRPO	DAIRIE POST OFFICE
DEBBIE	DEBBIES CAFE
DE	D F
DOREEN	DOREENS SNACKVAN
EATGO	EAT AND GO
ESAMCI	ESA MCINTOSH
FAIRDE	FAIRDEAL
FOODVP	FOOD VRESS

This shows a list of customers.

Enter the first letter of the code into the 'Quick Prod Code' box to reduce the list. If you enter the next digit of the code, it will reduce the list even more.

Double-click the required customer. This will bring up a list of invoices for this customer.

**Delivery Credits**

**Stock Returns**

**Invoice Data**

Customer Code:  KH8 Company:  KING HENRY THE EIGHTH Delivery Number:

Product Code:  Product:  Invoice Number:

Quantity:  ☐ Enter Returns ☐ Full Invoice Selling Price:

CODE	COMPANY	Invoices for KH8
BS	BLACK SWAN	
BTR	BIRCH TREE RESTAURANT	
CAF	COCK AND FERRET	
CCS	CENTRAL CATERING SERVICES	
CR	CENTURY RESTAURANT	
HA	TEST COMPANY	
HA1	TEST COMPANY 2	
HAH	HARE AND HOUNDS	
JD	JOES DINER	
KH8	KING HENRY THE EIGHTH	100161 Thursday AM 16/6/2011 INV
KHH	KINGS HEAD HOTEL	
OOR	OLD OAK RESTAURANT	
PP	POLLYANNAS PANTRY	
SCH1	HARROGATE COUNCIL	
SCH2	HARROGATE COUNCIL	
STUCK	STOCK	
SWC	SPINNING WHEEL CAFE	
WMH	WILLIAM AND MARY HOTEL	

In this case there is only one invoice shown, but after the programme has been used for some time the list will grow.

A Credit Note must be raised against an invoice. Double-click the invoice to be credited and you

will then get a list of all the deliveries included in this invoice.

Again, the example only has a single delivery, but in practice you might have 5 or more deliveries in the invoice.

Double-click the delivery that needs to be corrected.

**Delivery Credits**

Stock Returns    Load Returns    Cancel    Print Credit

Invoice Data  
 Customer Code: KH8    Company: KING HENRY THE EIGHTH    Delivery Number: 100676  
 Product Code:    Product:    Invoice Number: 100161  
 Quantity:    ☐ Enter Returns    ☐ Full Invoice    Selling Price:

CODE	DESCRIPTION	QTY	PRICE
A132	SMALL WHITE LOAF	34.000	0.6197
A135	SMALL BROWN LOAF	50.000	0.6397
CREDIT	CASH CREDIT		0.010

CODE	DESCRIPTION	QTY	PRICE	VAT
------	-------------	-----	-------	-----

This shows the original delivery in the blue box. It shows that the delivery note had 50 small brown loaves. However, if only 45 were delivered, you will need to credit them for 5 small brown loaves. Double-click the line containing the small brown loaves.



**Delivery Credits**

Remove Entry   Stock Returns   Load Returns   Apply   Print Credit

Invoice Data

Customer Code: KH8   Company: KING HENRY THE EIGHTH   Delivery Number: 100676

Product Code: A135   Product: SMALL BROWN LOAF   Invoice Number: 100161

Quantity: 5   ☐ Enter Returns   ☐ Full Invoice   Selling Price: 0.6397

CODE	DESCRIPTION	QTY	PRICE	CODE	DESCRIPTION	QTY	PRICE	VAT
A132	SMALL WHITE LOAF	34.000	0.6197					
A135	SMALL BROWN LOAF	50.000	0.6397					
CREDIT	CASH CREDIT		0.010					

Enter the number to be credited, which in this case is 5, and click 'Apply' or hit the RTN key.

**Delivery Credits**

Stock Returns   Load Returns   Cancel   Apply   Print Credit

Invoice Data

Customer Code: KH8   Company: KING HENRY THE EIGHTH   Delivery Number: 100676

Product Code:   Product:   Invoice Number: 100161

Quantity:   ☐ Enter Returns   ☐ Full Invoice   Selling Price: 0.6397

CODE	DESCRIPTION	QTY	PRICE	CODE	DESCRIPTION	QTY	PRICE	VAT
A132	SMALL WHITE LOAF	34.000	0.6197	A135	SMALL BROWN LOAF	5.000	0.6397	0.0000 0
A135	SMALL BROWN LOAF	50.000	0.6397					
CREDIT	CASH CREDIT		0.010					

The number credited appear in the white box to the right. If you have to credit any other items, repeat this procedure until completed. All the items credited will now be in the white box. Click 'Print Credit' to complete the operation. The credit note will be printed and the record entered into the accounts database.

## Full invoice

If you are not sure which delivery the credited items were in, or if there are items from several deliveries from the same invoice, tick the 'Full Invoice' tickbox. This will list all the items in the selected invoice rather than just those in one delivery.

## Full List

There may be an occasion when you need to credit a particular item but do not know which invoice or delivery it was in. In this case, click 'Full Invoice'. When you do this, another tickbox will appear labelled 'Full List'. Tick this.

Now double-click the customer to be credited and double-click **any** invoice in the list. The whole product List will now appear in the blue bow. Create the credit note as before.

## Cash Credit

If you need to give a cash credit (maybe if the customer was not happy with the quality or condition of the products), you can credit them with cash rather than the actual product.

Double-click the customer, then double click the Invoice, then the delivery as you would do normally. Then select Cash Credit from the product list. This will have been entered as a product in the Product Maintenance section. **N.B.** Remember that the Cash Credit is in pence. So, if you are making a credit of £20, for example, you would enter 2000 (i.e. 2000 pence).

## Stock Returns

When you enter the Delivery Credits screen, you can click the 'Stock Returns' button to update the stock figures if items have been returned to stock.

CODE	PRODUCT	STOCK	SALES VALUE	COST
A120	LARGE W/M LOAF	0	0.00	0.00
A120A	NEW TEST PRODUCT	0	0.00	0.00
A121	SMALL W/M LOAF	0	0.00	0.00
A121S	SMALL W/M SLICED	0	0.00	0.00
A122	LARGE W/M SLICED	0	0.00	0.00
A124	LC WHITE SLICED	85	88.18	17.28
A124A	DOUBLE SLICED PACK	-9	-12.76	-0.00
A125	LC WHT THICK SL	83	86.10	16.88
A126	LARGE BROWN LOAF	0	0.00	0.00
A127	LC BROWN SLICED	74	69.93	15.24
A128	LC BROWN THICK	90	84.69	18.54
A129	GRAN LARGE	17	16.51	330.91
A129-T	TRAY GRAN LARGE	-9	-80.80	-0.00
A130	GRAN LC SLICED	46	45.17	9.75
A131	GRAN LC THICK	87	85.25	18.43
A132	SMALL WHITE LOAF	85	52.67	1546.62
A133	SM WHT SLICED	53	33.41	6.97
A134	SM WHT THICK	83	51.88	10.92
A135	SMALL BROWN LOAF	113	72.29	95.45
A136	SM BROWN SLICED	49	31.65	1.15
A137	SM BROWN THICK	103	66.42	2.41
A138	SMALL GRAN LOAF	95	61.77	79.53
A139	SM GRAN SLICED	64	42.01	9.45
A140	SM GRAN THICK	113	74.06	16.69
B100	WHITE COB LC	0	0.00	0.00
B101	BROWN COB LC	0	0.00	0.00
B102	GRAN COB LC	0	0.00	0.00
B103	WHITE COB SM	0	0.00	0.00
B104	BROWN COB SM	0	0.00	0.00
B105	GRAN COB SM	0	0.00	0.00
B334	WHITE COBS 6 PACK	100	103.17	17.04
B335	BROWN COBS 6 PACK	52	50.87	9.13
B336	GRAN COBS 6 PACK	52	50.87	9.13

Double-click the item to be returned and enter the number of items returned and click 'Apply' or hit the RTN key.

You can also remove stock or assign it to waste by ticking the appropriate tickbox.

#### 2.1.1.6 Internet Odering

This section has been added to supersede the customer based ordering system as it is easier to implement and does not require installation of software on the customer's computer.

If you have a website, Wholesaler software will install an ordering web page for you. If you haven't a website of your own Wholesaler Software can host an ordering page for you.

When you have the ordering page installed, you can inform your customers that they can place their orders via the internet if they wish to.

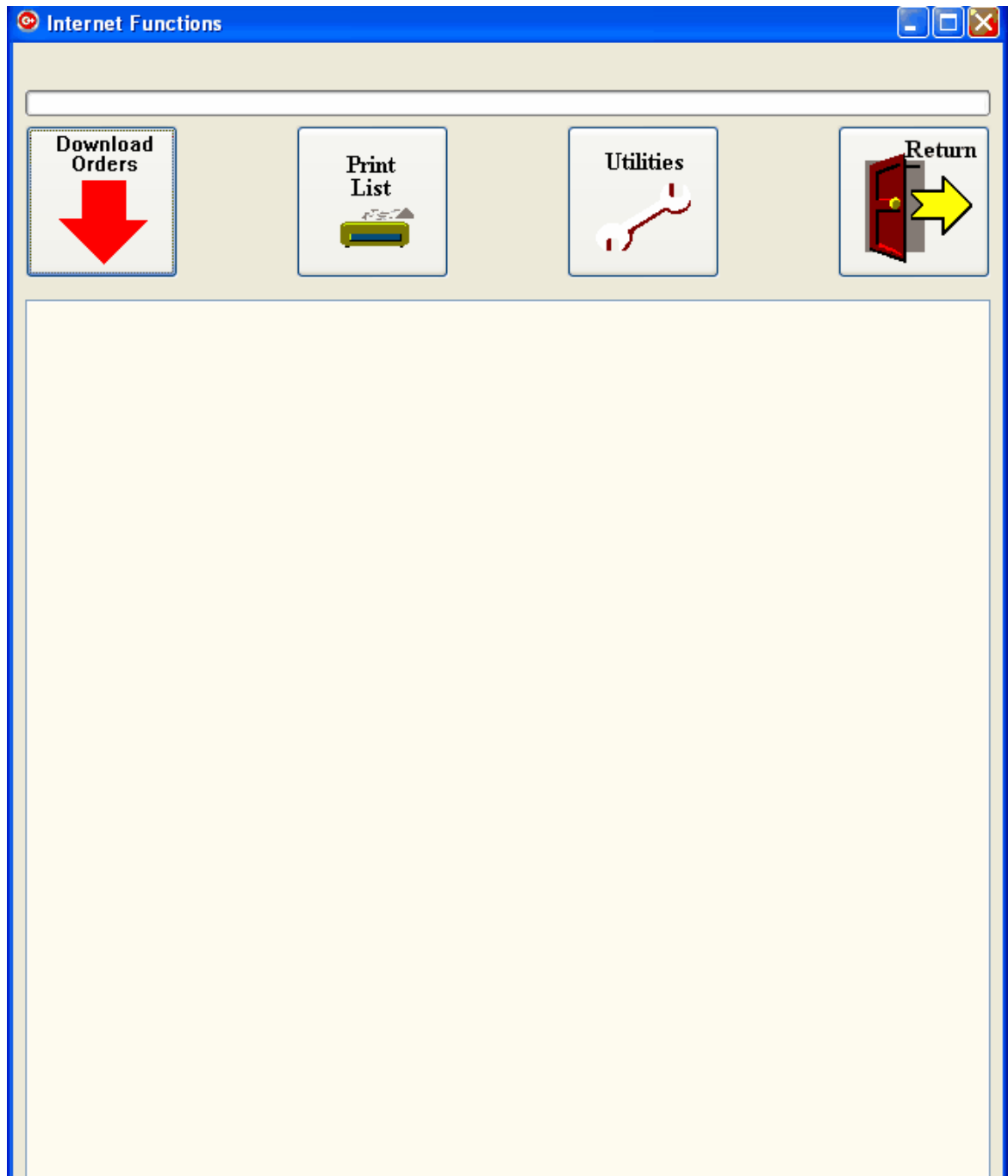
**N.B. customers should not have standing orders set up if they are ordering via the internet as this can cause confusion.**

The customer will need to be supplied with the internet link eg [www.yourdomain.co.uk/ordering](http://www.yourdomain.co.uk/ordering), and their customer code. This is the code that you use in your customer database. They will need this to login.


## Setting up the internet data

Before you can download orders from the internet you will need to set the internet site data from which the orders will be downloaded.

Click the 'Internet Ordering' button.



Then click 'Utilities'.



Utilities

Set Parameters for your Website Access

Ftp Site Address

Username

Password

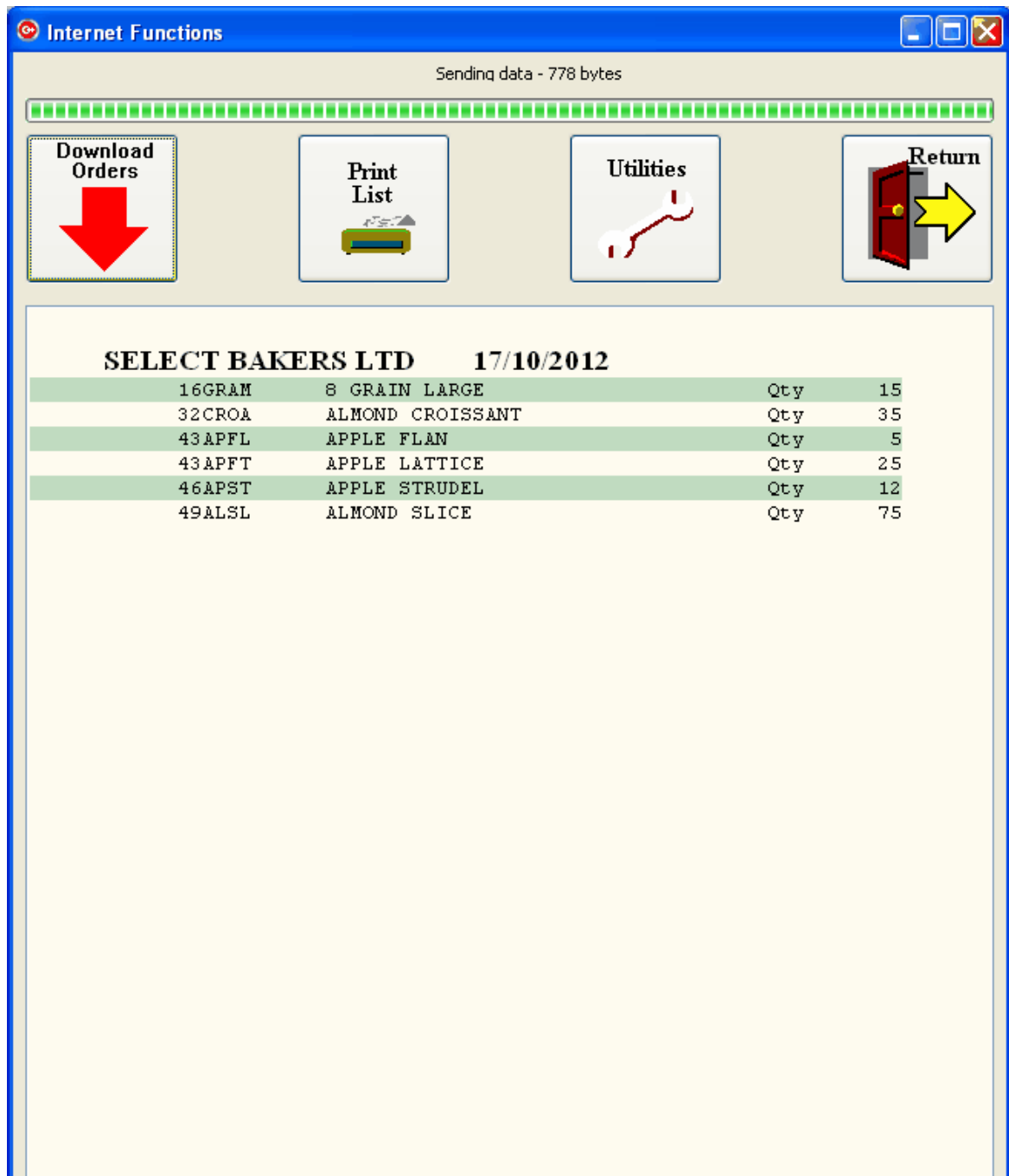
Web Folder

 Return

You will need to know the ftp address, the user name, password and web folder where the ordering is done. These should be entered, as above and the 'Apply' button clicked to save the data. Click 'Return' to return to the previous screen, then 'Return' again to exit the internet ordering section.

Return to the Internet Ordering section and click 'Download Orders'. This will first upload the product data and customer list to the website. It will then give you a message telling you that there are no orders to download.

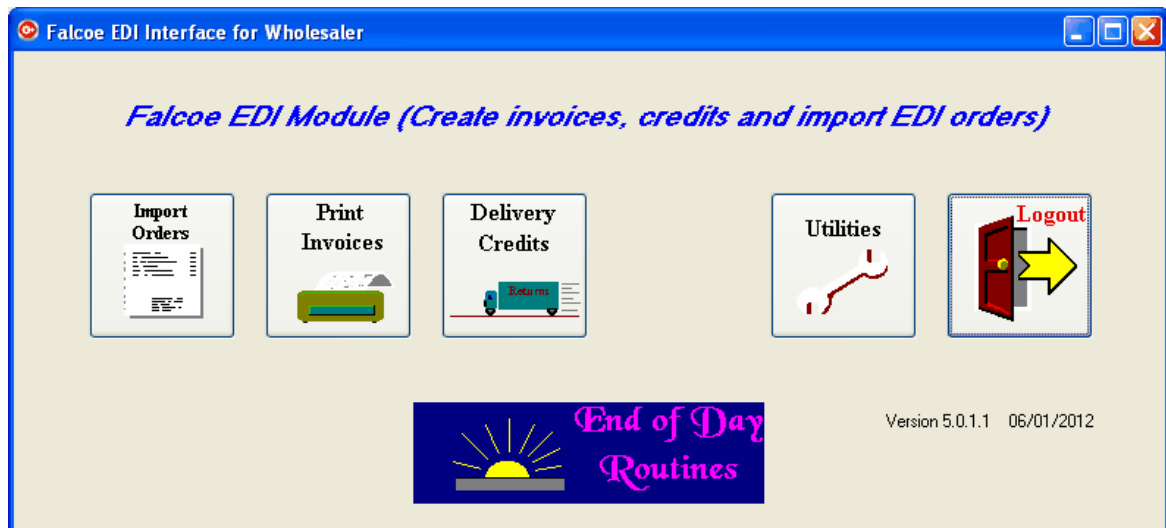
After orders have been placed on-line, you can download them by clicking 'Download Orders'.



The orders are listed in the display box, as above. This shows a single order, but in practice, all the orders would be displayed and can be printed out by clicking the 'Print List' button. Nothing else needs to be done as the orders have all been imported into the database and can be inspected by going into the Current Orders section, where they can be edited if required.

#### 2.1.1.7 Falcoe EDI

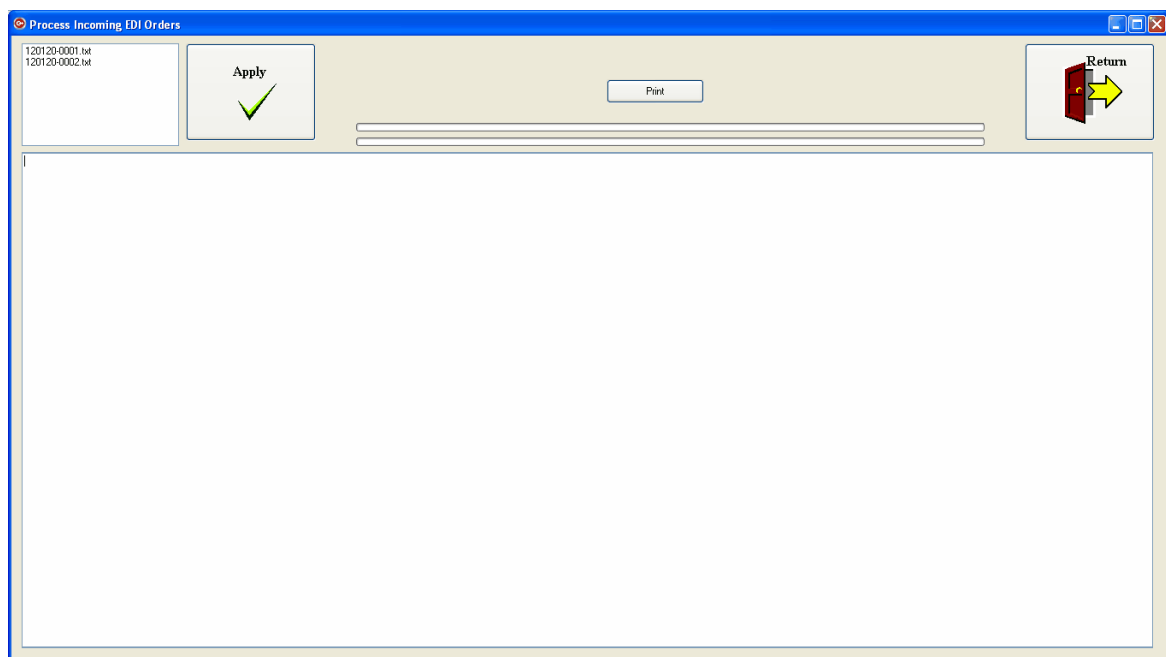
Click this button to open the Falcoe End-of-Day section. NB. this requires a contract with Falcoe for transmission of EDI data to and from one or more of your customers.



This allows you to import EDI orders and send EDI invoices and credits via the Falcoe network.

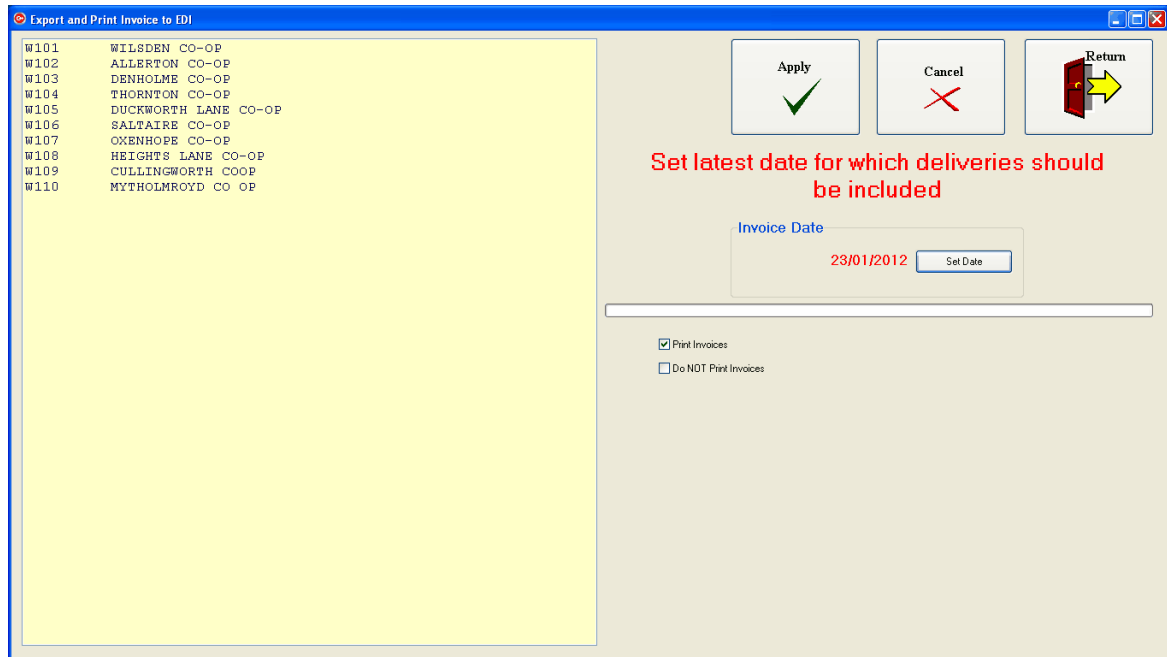
## Import Orders

Orders sent via Falcoe in EDI format must be downloaded into the c:\wsaler\orders folder. They will then appear in the orders box at the top left of the Orders window.



## Print Invoices

This allows Invoices to be printed and an EDI export file to be created for sending via Falcoe.



W101 WILSDEN CO-OP  
W102 ALLERTON CO-OP  
W103 DENHOLME CO-OP  
W104 THORNTON CO-OP  
W105 DUCKWORTH LANE CO-OP  
W106 SALTIRE CO-OP  
W107 OXENHOPE CO-OP  
W108 HEIGHTS LANE CO-OP  
W109 CULLINGWORTH COOP  
W110 MYTHOLMROYD CO OP

Apply Cancel Return

**Set latest date for which deliveries should be included**

Invoice Date  
23/01/2012 Set Date

☒ Print Invoices  
☐ Do NOT Print Invoices

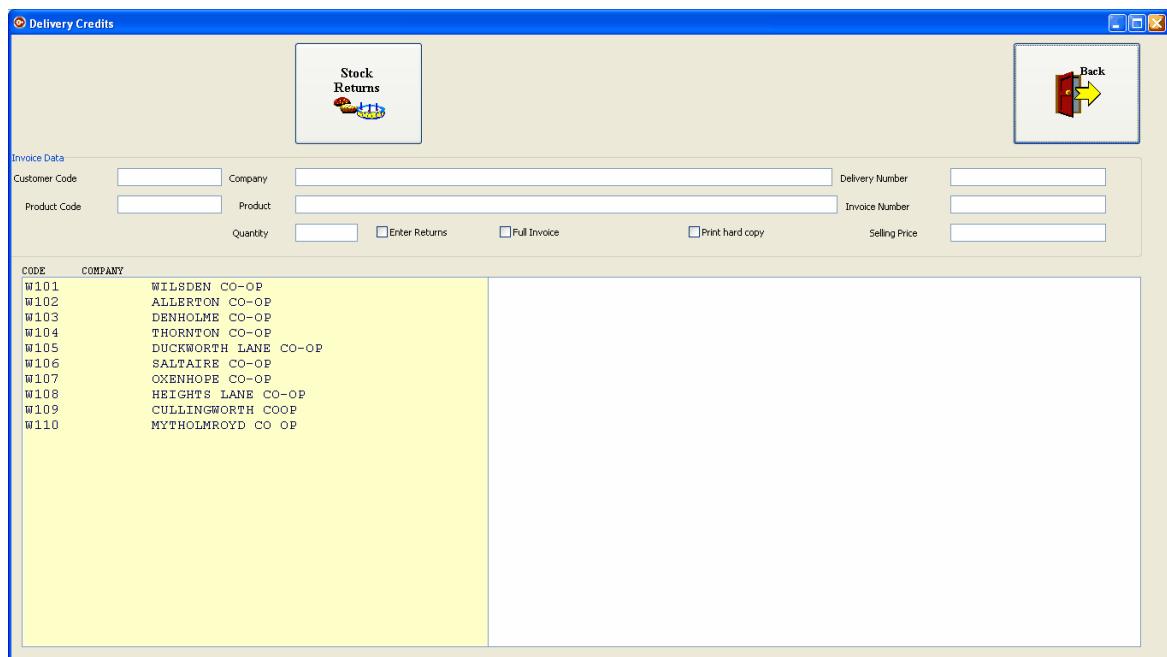
You can tick the appropriate tickbox to allow the invoices to either be printed or not, as required. The export file will be created regardless.

**N.B. The Falcoe tickbox must be ticked on each of the customer records that are dealt with via Falcoe.**

Either select the customers to be invoiced, or leave them all unselected if you want to invoice all of them.

## Delivery Credits

If Credit notes have to be created due to corrections to deliveries that were not picked up before the order was invoiced it must be done through the Falcoe section if the invoices are handled by Falcoe.



Stock Returns Back

Invoice Data

Customer Code Company Delivery Number  
Product Code Product Invoice Number  
Quantity Enter Returns Full Invoice Print hard copy Selling Price

CODE COMPANY  
W101 WILSDEN CO-OP  
W102 ALLERTON CO-OP  
W103 DENHOLME CO-OP  
W104 THORNTON CO-OP  
W105 DUCKWORTH LANE CO-OP  
W106 SALTIRE CO-OP  
W107 OXENHOPE CO-OP  
W108 HEIGHTS LANE CO-OP  
W109 CULLINGWORTH COOP  
W110 MYTHOLMROYD CO OP

This will show a list of the customers who are invoiced via Falcoe EDI. Double-click the customer to be credited. This will then give you a list of the invoices that have been raised.





### 2.1.1.8 Enterprise Foods

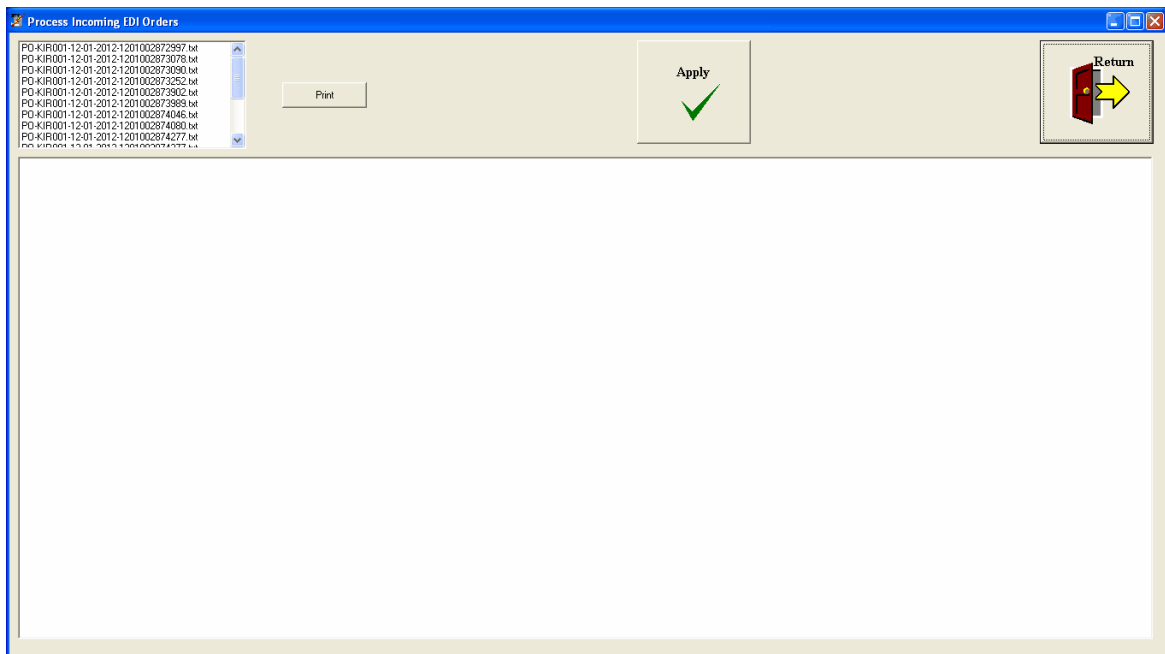
Click this to access the Enterprise Foods Ordering import facility.  
You will need an arrangement with Enterprise Foods to be able to make use of this section.



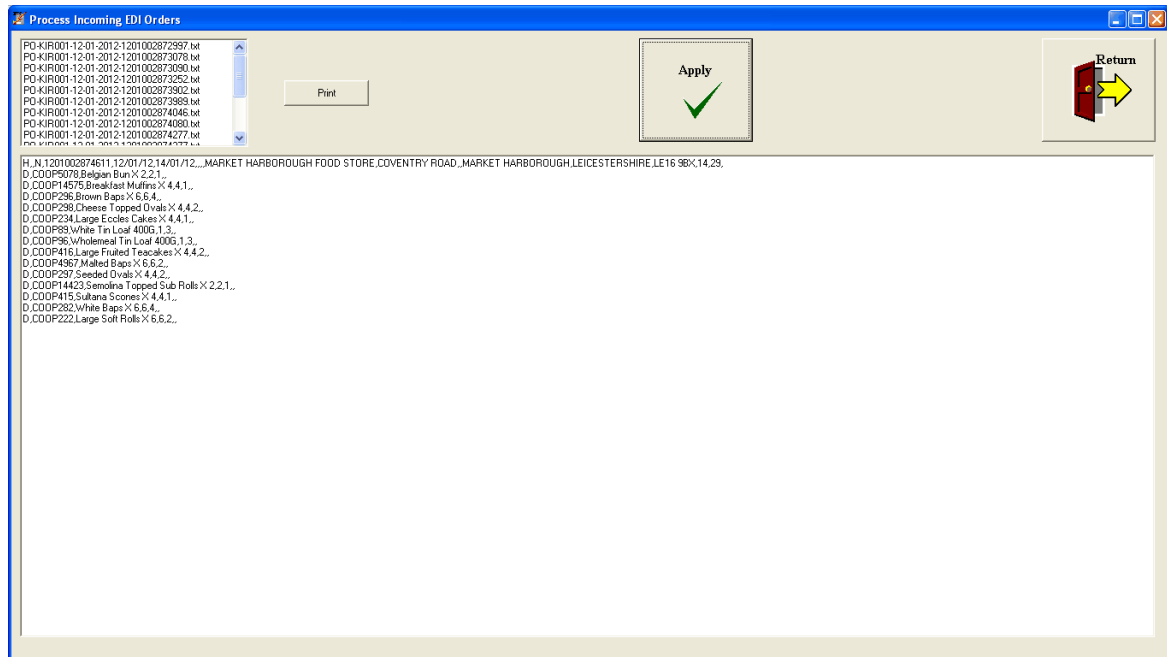
## Import Orders

Orders are sent from Enterprise Foods in the form of text files in comma separated format. They will include either the customer code that you use in Wholesaler, and/or the ANA number of the customer. This will be supplied by Enterprise Foods. Your customers' ANA numbers should be entered into the Dept. field of the customer record.

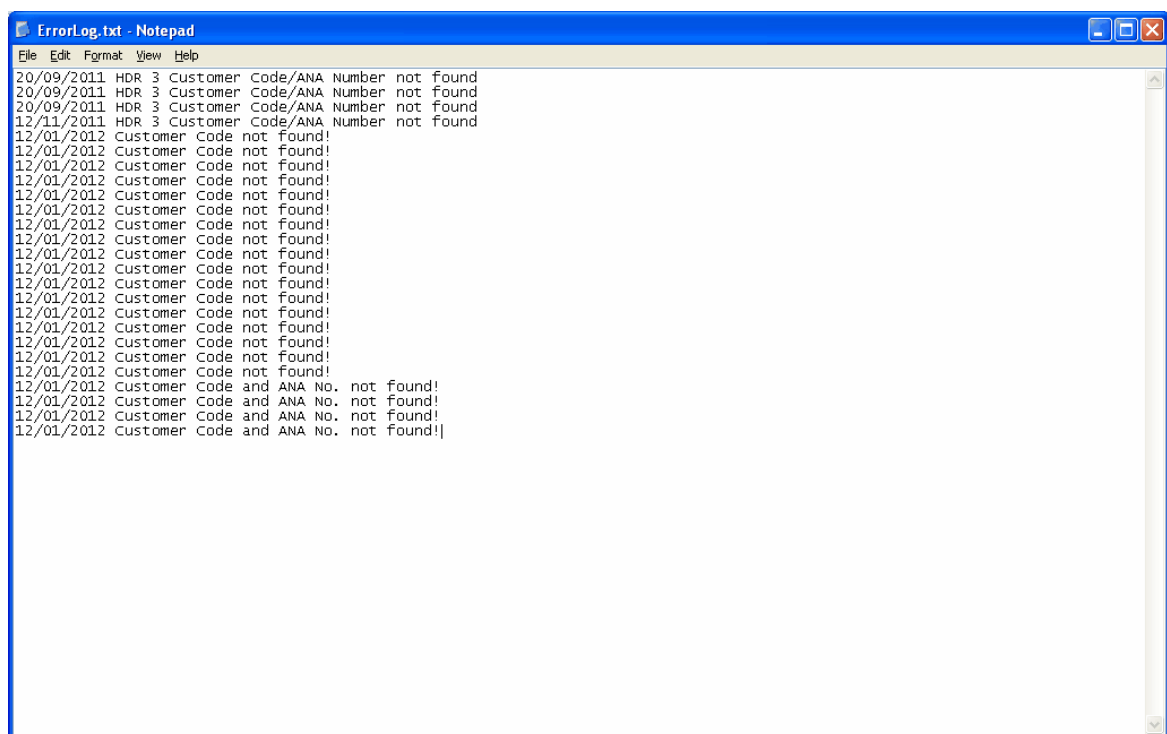
**Location of Files.** Files should be placed in a subfolder of your main data, named 'orders'. E.g. if your data is kept in c:\wsaler, the order file should be copied into c:\wsaler\orders folder. When the files have been placed in the orders folder, they will appear in the orders box as shown below.



Click 'Apply' to import the orders into Wholesaler. Details of the imported orders will appear in the large box. These can be printed out for cross-checking by clicking the 'Print' button.

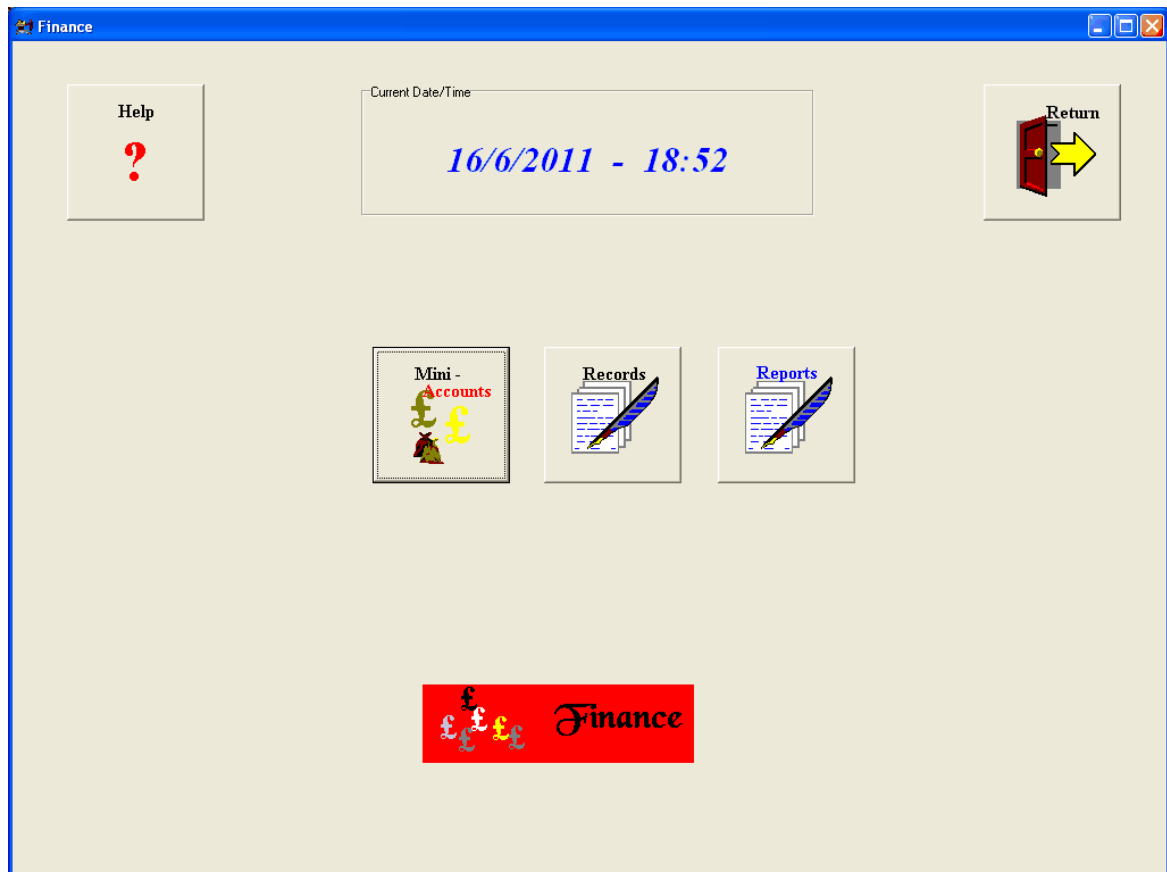


**ErrorLog File.** Any errors in importing the orders are recorded in an errorlog file named errorlog.txt in your c:\laws32 folder. (This would be c:\laws in earlier versions of Wholesaler).



## 2.2 Finance

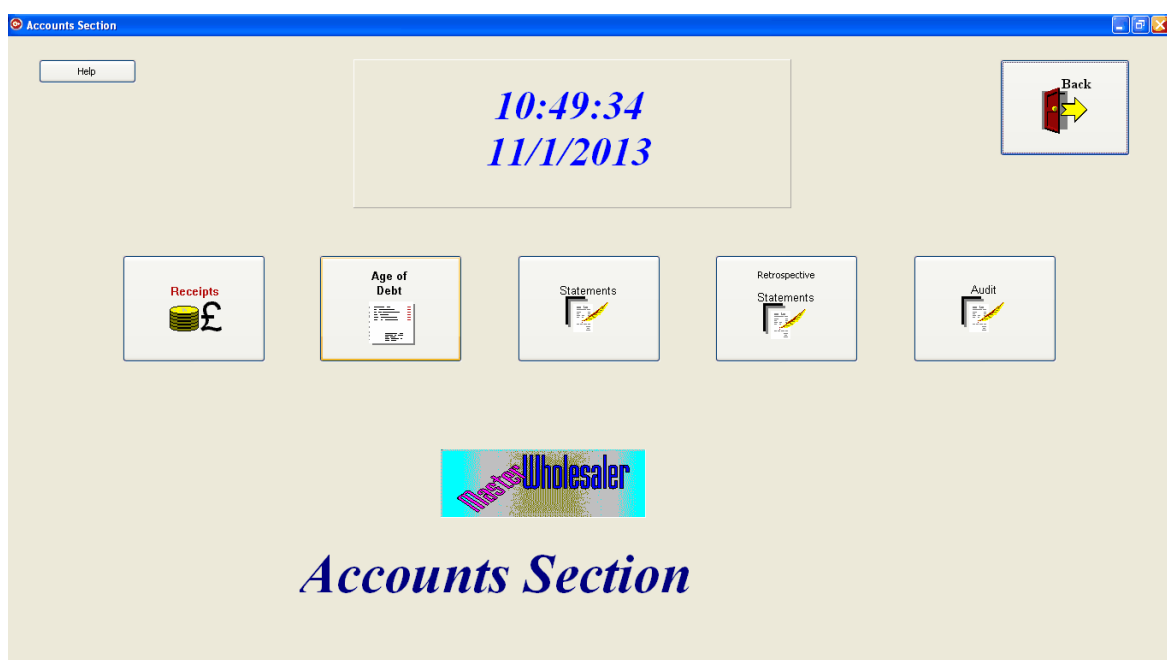
The Finance section includes the Mini-Accounts module, the Archived Records viewer and the Reports section.



## Mini-Accounts Records Reports

### 2.2.1 Mini-Accounts

Click the Mini-Accounts button.



This then gives you the five Mini-Accounts options.

## Receipts

### Age of Debt

**Statements (This can also be accessed from the End-of-Day section).**

### Retrospective Statements

### Audit

#### 2.2.1.1 Receipts

It is important to enter the receipts against issued invoices through Wholesaler, even if you use another accountancy package. All transaction can be exported to Sage, so it is sensible to do the work once rather than duplicate it. Also, if you do not enter the receipts in this section, the invoices file will accumulate unpaid invoices and the system will become clogged up and slow. When the receipts are entered the invoices are flagged as paid and the receipt record is entered into the database. This allows statements to be raised and the audit section is kept in order. Also the Customer balances are kept correct, which they won't be if the receipts are not entered.

Click the receipts button to get the following screen:-

Customer Code	Customer Name	Amount
BS	BLACK SWAN	1022.96
BTR	BIRCH TREE RESTAURANT	0.00
CAF	COCK AND FERRET	71.66
CCS	CENTRAL CATERING SERVICES	628.35
CR	CENTURY RESTAURANT	0.00
HA	TEST COMPANY	44.29
HA1	TEST COMPANY 2	0.00
HAH	HARE AND HOUNDS	59.86
JD	JOES DINER	1796.92
KH8	KING HENRY THE EIGHTH	0.00
KHH	KINGS HEAD HOTEL	17.01
OOR	OLD OAK RESTAURANT	0.00
PP	POLLYANNAS PANTRY	49.36
SCH1	HARROGATE COUNCIL	56.58
SCH2	HARROGATE COUNCIL	0.00
STOCK	STOCK	0.00
SUC	SPINNING WHEEL CAFE	15.58
WMH	WILLIAM AND MARY HOTEL	0.00

Nominal A/C No. 1200

21/06/2011

Back

This gives you a list of the customers with the amount they owe. Any customers owing money are shown in RED.

### Set Receipt Date

Click the button next to the date to get the calendar. Double-click on the date to set the date of the receipt if it is not the current date when the money was received.

## Set Nominal Account Number

Above the date is the Nominal Account Number for export into Sage Line 50 accounting package. The default is 1200, but more options can be added in the Utilities/Preferences section. Then you will be able to select an alternative from the dropdown box.

## Entering a Receipt

Double-click the customer, in the list, whose account you wish to pay.

Invoice No.	Date	Amount
100141	2/10/2001	248.74
100144	4/10/2001	248.74
100145	4/10/2001	248.74
100149	7/10/2001	248.74
100152	10/10/2001	248.74
100153	15/6/2011	276.61
100166	15/6/2011	276.61

There are three Listboxes. The **RED** box shows all outstanding unpaid invoices. You can move the invoices that you wish to pay into the **BLUE** box by double-clicking them. As each invoice is moved from the **RED** box to the **BLUE** one, the total selected will be shown above in the 'Total of Invoices Selected' line. When you have moved all the invoices that are to be paid, select the method of payment by ticking the appropriate tickbox. If you select Cheque, you can enter the cheque number in the appropriate box.

## Post the Receipt

Click the 'Post' button to post the receipt. A message box will ask if you wish to pay the invoices exactly. If the receipt matches the total of the selected invoices, click 'YES'. The invoices will then be paid and the customer balance adjusted to match.

## Receipt Does Not match Sum of Invoices

Enter the amount received into the 'Payment Received' box.

**If the amount is less than the invoice total**, then the last invoice in the group selected will be part paid.

**If the amount is more than the invoice total**, then the excess receipt will be saved as an unmatched payment on account. However, if there is another unpaid invoice, it would be better to move it into the **BLUE** box for part-payment.

## Payment On Account

If the customer is making regular payments by standing order, or just sends a sum on account when there are no invoices to pay, the amount can be received 'On Account'. Enter the amount into the 'Amount Received' box, select the payment method, and click 'Post'.

Entering Receipt

Nominal A/C No. 1200

21/06/2011

Post Cancel Back

Match Invoices/Receipts

Balance for JOES DINER is 1796.92. Enter receipt below.

☐ Cash  
☐ Electronic Transfer  
☐ Standing Order  
☐ Direct Debit  
☒ Cheque

Cheque Number  Amount Received

Unmatched Credits - £ 100.00  
 Total of Invoices Selected - £ 0.00  
 Payment Batch No. 000032

Unpaid Invoices			Invoices to Pay	Payments Received
100141	2/10/2001	248.74		000055 100.00
100144	4/10/2001	248.74		
100145	4/10/2001	248.74		
100149	7/10/2001	248.74		
100152	10/10/2001	248.74		
100153	15/6/2011	276.61		
100166	15/6/2011	276.61		

A message box will ask if you wish to accept a receipt On Account. Click 'Yes' to accept, and the amount will appear in the WHITE box labelled 'Payment Received'.

### Paying an Invoice Using an On-Account Receipt

Next time that you enter a receipt for this customer, you will have the option of using the On-Account receipt to pay or part-pay the invoice before any other receipts are applied. Move an invoice to the BLUE box for payment and click 'Post'.

Entering Receipt

Nominal A/C No. 1200

21/06/2011

Post Cancel Back

Match Invoices/Receipts

Balance for JOES DINER is 1796.92. Enter receipt below.

☐ Cash  
☐ Electronic Transfer  
☐ Standing Order  
☐ Direct Debit  
☒ Cheque

Cheque Number  Amount Received

Unmatched Credits - £ 100.00  
 Total of Invoices Selected - £ 248.74  
 Payment Batch No. 000032

Unpaid Invoices			Invoices to Pay			Payments Received	
100144	4/10/2001	248.74	100141	2/10/2001	248.74	000055	100.00
100145	4/10/2001	248.74					
100149	7/10/2001	248.74					
100152	10/10/2001	248.74					
100153	15/6/2011	276.61					
100166	15/6/2011	276.61					

In this example, there is an invoice of £248.74 and an On-Account pre-payment of £100.00.

Entering Receipt

Nominal A/C No. 1200

21/06/2011

Post Cancel Back

Match Invoices/Receipts

Balance for JOES DINER is 1796.92. Enter receipt below.

☐ Cash  
☐ Electronic Transfer  
☐ Standing Order  
☐ Direct Debit  
☒ Cheque

Cheque Number  Amount Received

Unmatched Credits - £ 0.00  
 Total of Invoices Selected - £ 248.74  
 Payment Batch No. 000032

Unpaid Invoices			Invoices to Pay			Payments Received	
100144	4/10/2001	248.74	100141	2/10/2001	148.74	115	
100145	4/10/2001	248.74					
100149	7/10/2001	248.74					
100152	10/10/2001	248.74					
100153	15/6/2011	276.61					
100166	15/6/2011	276.61					



After clicking the 'Post' button, the amount in the 'Invoices to Pay' box is now £140.74, and the £100.00 credit has now disappeared from the WHITE box. You can now opt to pay the remainder of the part-paid invoice (if a further receipt has been received), or leave it as part-paid until further receipts are received.

## Invoices with Credits

If an invoice has had a Credit Note raised against it, the invoice will still be shown as the full amount, but the credit will be shown separately with the amount credited. If this invoice is to be paid, when it is double-clicked, the credit will be taken across as well. Similarly, if the credit is double-clicked, the matching invoice will be taken across also.

If the receipt is for the invoice minus the credit, the credit will be refunded first then the invoice will be paid in full. This will show in the accounts as a fully paid invoice plus a refunded credit.

### 2.2.1.2 Age-of-Debt

It is useful to know which of your customers owes the most money and how old the debt is. To see this, click the 'Age-of-Debt' button to get the report as shown below:-

Code	Company	Total	Currant	>30 days	>60 days	>90 days
BS	BLACK SWAN	1002.77	1002.77	0.00	0.00	0.00
CAP	COCK AND FERRET	35.85	35.85	0.00	0.00	0.00
CCS	CENTRAL CATERING SERVICES	0.00	0.00	0.00	0.00	0.00
HA	TEST COMPANY	177.25	177.25	0.00	0.00	0.00
HA1	TEST COMPANY 2	2557.19	2557.19	0.00	0.00	0.00
HAH	HARE AND HOUNDS	239.49	239.49	0.00	0.00	0.00
JD	JOES DINER	276.63	276.63	0.00	0.00	0.00
KHH	KINGS HEAD HOTEL	68.04	68.04	0.00	0.00	0.00
PP	POLLYANNAS PANTRY	98.77	98.77	0.00	0.00	0.00

This report may be printed out by clicking the 'Print Report Button'. There are many other reports in the 'Reports' section.

### 2.2.1.3 Statements

The Statements section is also duplicated in the End-of-Day section and allows you to view, print and/or e-mail the statements to your customers. To allow e-mailing, you must first enter the customer's e-mail address into the customer record in 'Customer Maintenance'. If there isn't an e-mail address for the customer, the statement will be printed instead.

Click the 'Statements' button to enter this section:-

BS	BLACK SWAN	NETHER POPPLETON	1002.77
CAF	COCK AND FERRET	GLASSHOUSES	35.85
CCS	CENTRAL CATERING SERVICES	RIPON	437.14
HA	TEST COMPANY	KNARESBOROUGH	177.25
HAL	TEST COMPANY 2	HARROGATE	2557.19
HAH	HARE AND HOUNDS	TADCASTER	239.49
JD	JOBS DINER	SOUTH STAINLEY	276.61
KHH	KINGS HEAD HOTEL	SPOFFORTH	68.04
PP	FOLLYANNAS PANTRY	RIPON	98.77

**Apply** **Return**

Double-click any customer to display Statement, or select Customers for whom you want statements printed/emailed and click 'Apply'. To send to ALL Customer, do not select any, but just click 'Apply'. When you have displayed a single statement, you can Print/email it by clicking 'Apply'.

☐ Load All

Set Selection Parameters  
Email Customers are those with an email address entered into the Customer Database.

☐ Print Only (This will not email Statements.)  
☐ Print and email (Print all Statements and email to email customers as well.)  
☒ email Only (Print non-email invoices)  
 (This option will print non-email Statements and not email them. Email Statements will be emailed but not printed.)

☐ Print an extra copy

Enter or Edit the e-mail message below

## Print Options

Click the appropriate tickbox to select the printing options.

- **Print Only.** This will cause the statement to print a single copy only.
- **Print and email.** this will print a single copy of each statement and will also e-mail a copy to all customers who have an e-mail address.
- **Email Only.** This will send an e-mail copy to each customer with an e-mail address and will print a single copy for each customer without an e-mail address.
- **Print an extra copy.** This will print an extra copy of the statements, whether they have been e-mailed or printed. This is useful if you need a file copy.

## Email Message

The box at the bottom right of the screen is for you to enter the body text of the e-mail which will be included with every e-mail sent. It should be a general message telling them that attached is their current Statement of Account, and perhaps add a note reminding them of your credit terms. This message will be saved for future use then you send an e-mail.

## Load All

The customer list in the left-hand box will only contain the customers owing money. To display all the customers, tick the tickbox labelled 'Load All'.

## Printing Statements

- **Print/email All Statements.** Just click the 'Apply' button to print and/or e-mail statements to all the customers in the list.
- **Print/email a selection of customers.** Select all the customers, in the list, that you want to whom you want to send statements. Do this by clicking on the first you wish to select, and then, while holding down the CTRL key, click each of the others you wish to select. Then click 'Apply' to print/email the statements.
- **Print/email a single customer.** To view and then print/email a statement to a single customer, double-click the customer in the box on the left. This will display the statement for that customer as follows:-

**Email/Print Statements**

**BLACK SWAN**

Date	Inv No	Debit	Credit	Type	Batch	Total
	B/P		1657.05			
01/01/2012	100175	263.45		INVOICE		263.45
03/01/2012	100175	RECEIPT	100.00	CHEQUE	000033	163.45
03/01/2012	100187	26.09		INVOICE		189.54
03/01/2012	100187	RECEIPT	26.09	CHEQUE	000033	163.45
03/01/2012	100198	26.83		INVOICE		190.28
05/01/2012	100199	9.24		INVOICE		199.52
06/01/2012	100203	1002.77		INVOICE		1202.29
07/01/2012	100175	RECEIPT	163.45	CHEQUE	000033	1038.84
07/01/2012	100198	RECEIPT	26.83	CHEQUE	000033	1012.01
07/01/2012	100199	RECEIPT	9.24	CHEQUE	000033	1002.77
	<b>Total</b>	<b>1328.38</b>	<b>325.61</b>	<b>Balance</b>		<b>1002.77</b>

**Apply** **Cancel**

Double-click any customer to display Statement, or select Customers for whom you want statements printed/emailed and click 'Apply'. To send to ALL Customer, do not select any, but just click 'Apply'. When you have displayed a single statement, you can Print/email it by clicking 'Apply'.

☐ Load All

**Set Selection Parameters**  
Email Customers are those with an email address entered into the Customer Database.

☐ Print Only (This will not email Statements.)  
☐ Print and email (Print all Statements and email to email customers as well.)  
☒ email Only (Print non-email invoices)  
 (This option will print non-email Statements and not email them. Email Statements will be emailed but not printed.)

☐ Print an extra copy

**Enter or Edit the e-mail message below**

Here is a copy of your current statements.  
Please note that our payment terms are nett monthly.

Best regards,  
A N Other  
Credit Controller

This shows a display of the statement and may be all you require. However, it can be printed and/or emailed by clicking 'Apply'.

#### 2.2.1.4 Retrospective Statements

There are occasions when a customer might need a statement as of a date before the present. This might be a statement of what was owing at the half year, for example. Click this button to display the Retrospective Statements screen.

**Retrospective Statements**

Set End Date: 02/01/2013 **Print** **Exit**

Double-click Customer to create statement

AIDE	ST AIDENS C OF E SCHOOL
AIRE	THE ROAST CAFE (TSCS LTD)
ALBT	ALBERTS
AMBI	AMBIANCE CAFE
ANCH	ANCHOR INN
ARCI	ARCIMOBLOD'S
ARTM	YORK ART GALLERY
ASHV	ASHVILLE COLLEGE
BARA	JONES BARK GROUP (BAR 166)
BEDD	B.E.D.
BELL	BELLERBEYS
BIBB	BIR AND TUCKER
BIJO	THE BIJOU
BOAR	BOARS HEAD
BOUT	BOUTIQUE CATERING
BREA	BREAD BIN
BREW	BREWERY TAP
BRIG	BRIGANTES
BRIO	AL BIVIO (HORNBEAM PARK) LTD
BROG	BROD
BROW	BROWNS
CAIR	CAIRN HOTEL
CASH	CASH CUSTOMER
CASH2	CASH ACCOUNT NUMBER 2
CATT	CATTLEMANS
CATW	CATWALK CAFE
CCCE	CCO EVENTS
CHRR	LOVE CHEESE
CHUR	CHURCHILL HOTEL
CONF	CAFE CONCERTO
CONF	CVC (KINGS SUITE)
CRAN	CRANBERRIES
CROS	CROSS KEYS PUB
CULL	CULINARY QUEST
DAMN	DAMN YANKEE
DELA	DE' CLARE
DEAN	DEAN COURT HOTEL
DEVI	DEVILANGEL
DELL	DYLL DELI
DOWE	DOWER HOUSE HOTEL
DRUM	DRUM + MONKEY
DVIN	HOTEL DU VIN
DVIV	HOTEL DE VIN
EAST	EAST OF ARCADIA
EPIC	EPICUREAN
ENHI	THE ENHIBITION HOTEL

Set the date to the point where the statements are required then double-click the customer to display the statement in the right-hand box.

Retrospective Statements

Double-click Customer to create statement

Set End Date: 02/01/2013

Print

Exit

Statement for BROD as of 2/1/2013

271545	17/07/2012	INV	21.82
271568	17/10/2012	INV	21.82
271585	27/11/2012	INV	21.82
<b>Total</b>			<b>£ 65.46</b>

Customer List:

AIDE	ST AIDENS C OF E SCHOOL
AIBE	THE ROAST CAFE (TSCS LTD)
ALBT	ALBERTS
AMBI	AMBIANCE CAFE
ANCH	ANCHOR INN
ARCI	ARCIMOBILDO'S
ARTH	YORK ART GALLERY
ASHV	ASHVILLE COLLEGE
BARA	JONES BARR GROUP (BAR 166)
BEED	B.E.D.
BELL	BELLERYS
BIBB	BIB AND TUCKER
BIJO	THE BIJOU
BOAR	BOARS HEAD
BOUT	BOULIQUE CATERING
BREA	BREAD BIN
BREW	BREWERY TAP
BRIG	BRIGANTES
BRIQ	AL BUITO (HOPMEAN PARK) LTD
BROD	BROD
BROW	BROWNS
CAIR	CAIRN HOTEL
CASH	CASH CUSTOMER
CASH2	CASH ACCOUNT NUMBER 2
CATT	CATTLEMANS
CATW	CATWALK CAFE
COCE	COC EVENTS
CHER	LOVE CHERSE
CHUR	CHURCHILL HOTEL
CONC	CAFE CONCERTO
CONF	CVC (KINGS SUITE)
CRAN	CRANBERRIES
CROS	CROSS KEYS PUB
COLL	CULINARY QUEST
DAMN	DAMN YAKERS
DCLA	DE' CLARE
DEAN	DEAN COURT HOTEL
DEVI	DEVILANGEL
DYLL	DYLL DELL
DOWE	DOWER HOUSE HOTEL
DRUM	DRUM + MONKEY
DVIN	HOTEL DU VIN
DVIN	HOTEL DS VIN
EAST	EAST OF ARCADIA
EPIC	EPICUREAN
ESHI	THE EXHIBITION HOTEL

The statement can be printed out by clicking the 'Print' button.

### 2.2.1.5 Audit Section

The final section of **Mini-Accounts** is the **Audit** section. Click the 'Audit' button to display the Audit screen.

Audit

Double-click Customer to show Audit Trail for that Customer only. Click Apply to include all Customers within Date Range.

Start Date: 07/01/2011, End Date: 07/01/2012

Apply

Print Audit

Back

Customer Order ☒ Invoice No. Order ☐ Date Order ☐

Audit Completed

Receipts ☒ Cheques ☒ Cash ☒ Invoices ☒ Credits ☒ SO ☒ DO ☒

Cust	Inv No	Date	Debit	Credit	Type	Batch	Balance
B/S	BLACK SWAN		1002.77				
BTR	BIRCH TREE RESTAURANT		0.00				
CAP	COCK AND FERRET		35.85				
CCS	CENTRAL CATERING SERVICES		437.14				
CR	CENTURY RESTAURANT		0.00				
HA	TEST COMPANY		177.25				
HAL	TEST COMPANY 2		2557.19				
HAH	HARE AND HOUNDS		239.49				
JD	JOES DINER		276.61				
KH8	KING HENRY THE EIGHTH		0.00				
RHH	KINGS HEAD HOTEL		68.04				
OOR	OLD OAK RESTAURANT		0.00				
PP	POLLYANNA'S PANTRY		98.77				
SCH1	HARROGATE COUNCIL		0.00				
SCH2	HARROGATE COUNCIL		0.00				
STOCK	STOCK		0.00				
SWC	SPINNING WHEEL CAFE		0.00				
WMH	WILLIAM AND MARY HOTEL		0.00				
JD	100131	28/12/2011		1492.44	CHEQUE	000000	1492.44
JD	100141	28/12/2011	248.74		CHEQUE	000000	1243.70
JD	100144	28/12/2011	248.74		CHEQUE	000000	994.96
JD	100145	28/12/2011	248.74		CHEQUE	000000	746.22
JD	100149	28/12/2011	248.74		CHEQUE	000000	497.48
JD	100152	28/12/2011	248.74		CHEQUE	000000	248.74
JD	100171	27/12/2011	276.61		INVOICE	000000	0.00
JD	100172	29/12/2011	276.61		INVOICE	000000	276.61
JD	100172	29/12/2011	50.00		CHEQUE	000000	226.61
JD	100172	30/12/2011	226.61		CHEQUE	000032	0.00
JD	100174	1/1/2012	276.61		INVOICE	000000	276.61
JD	100174	06/01/2012	276.61		CHEQUE	000033	0.00
JD	100186	3/1/2012	276.61		INVOICE	000000	276.61
JD	100186	06/01/2012	276.61		CHEQUE	000033	0.00
JD	100200	6/1/2012	276.61		INVOICE	000000	276.61
JD	100200	06/01/2012	276.61		CHEQUE	000033	0.00
JD	100201	6/1/2012	321.45		INVOICE	000000	321.45
JD	100201	06/01/2012	321.45		CHEQUE	000033	0.00
JD	100202	6/1/2012	276.61		INVOICE	000000	276.61
<b>Total</b>			3473.55	3196.94		Bal	276.61

The customer list will appear first and you can display the audit trail for a customer by double-clicking the customer in the list. The above picture shows the Audit screen at this stage. The customer list shows the customers owing money by displaying them in **RED**. Customers in credit or with a zero balance are shown in **BLACK**.

The transaction can be shown in **Customer Order** if you are displaying the audit trail for all the customers (by clicking 'Apply'), **Invoice No. Order**, or **Date Order**, by ticking the appropriate tickbox at the top of the Customer list. You can also select which types of transaction you wish to display; Invoices, Credits, Receipts, or types of payment method, by ticking the required tickboxes at the top middle of the screen.

**Date Range.** The default date range is a full year to the current date. However, you can select the start and finish dates by clicking the date boxes.

**Audit Trail**

Double-click Customer to show Audit Trail for that Customer only. Click Apply to include all Customers within Date Range.

Start Date: 07/01/2011, End Date: 07/01/2012, Audit Completed: [X] Receipts, [X] Credits, [X] Invoices

Customer Order, Invoice No. Order, Date Order

Customer	Balance
B8 BLACK SWAN	1002.77
BTR BIRCH TREE RESTAURANT	0.00
CAF COCK AND FERRET	35.85
CCS CENTRAL CATERING SERVICES	437.14
CR CENTURY RESTAURANT	0.00
HA TEST COMPANY	177.25
HA1 TEST COMPANY 2	2557.19
HAH HARE AND HOUNDS	239.49
JD JOES DINER	276.61
KH8 KING HENRY THE EIGHTH	0.00
KHH KINGS HEAD HOTEL	68.04
OOR OLD OAK RESTAURANT	0.00
PP POLLYANNAS PANTRY	98.77
SCH1 HARROGATE COUNCIL	0.00
SCH2 HARROGATE COUNCIL	0.00
STOCK STOCK	0.00
SMC SPINNING WHEEL CAFE	0.00
WMH WILLIAM AND MARY HOTEL	0.00

Cust	Debit	Credit	Type	Batch	Balance
B8 100134 28/12/2011	19.95	CHEQUE	000000		4973.16
B8 100146 28/12/2011	57.02	CHEQUE	000000		4896.14
B8 100150 28/12/2011	1005.85	CHEQUE	000000		3890.33
B8 100153 02/12/2011	36.32	INVOICE			3926.65
B8 100153 28/12/2011	36.32	CHEQUE	000000		3890.33
B8 100154 02/12/2011	147.75	INVOICE			4038.08
B8 100154 28/12/2011	147.75	CHEQUE	000000		3890.33
B8 100155 02/12/2011	19.20	INVOICE			3909.53
B8 100155 28/12/2011	19.20	CHEQUE	000000		3890.33
B8 100156 02/12/2011	19.20	INVOICE			3909.53
B8 100156 28/12/2011	19.20	CHEQUE	000000		3890.33
B8 100167 03/12/2011	26.15	INVOICE			3916.48
B8 100167 28/12/2011	26.15	CHEQUE	000000		3890.33
B8 100173 31/12/2011	40.49	INVOICE			3930.82
B8 100173 31/12/2011	40.49	CHEQUE	000032		3890.33
B8 100175 01/01/2012	263.45	INVOICE			4153.77
B8 100175 03/01/2012	100.00	CHEQUE	000033		4053.77
B8 100175 07/01/2012	163.45	CHEQUE	000033		3890.33
B8 100187 03/01/2012	26.09	INVOICE			3916.42
B8 100187 03/01/2012	26.09	CHEQUE	000033		3890.33
B8 100198 03/01/2012	26.83	INVOICE			3917.16
B8 100198 07/01/2012	26.83	CHEQUE	000033		3890.33
B8 100199 05/01/2012	9.24	INVOICE			3899.57
B8 100199 07/01/2012	9.24	CHEQUE	000033		3890.33
B8 100203 6/ 1/2012	1002.77	INVOICE			4893.10
<b>Total</b>	<b>6590.65</b>	<b>1697.54</b>	<b>Bal</b>		<b>4893.10</b>

Click the day required to select the date.

- **Different Month.** To select a different month, click the month name at the top of the calendar and select the month from the dropdown list.
- **Different Year.** Click the year at the top of the calendar and use the up or down arrows to increase or decrease the year number.
- Click a day to select the final date.
- 

## Printing the Audit Trail

Click 'Print Audit' to print a copy of the report.

## Deleting Erroneous Credits

If a credit has been wrongly raised, it is possible to remove it from the Audit Log by double-clicking the Credit in the list. This will bring up an editing box:-

**Edit Record**

Invoice No. 1052052 CREDIT

Customer Code 57663

Invoiced Amount -54.30 VAT on Invoice 0.00

Amount Paid 0.00

Cancel Delete Apply

This allows you to change the values or delete the credit completely.

## 2.2.2 Archived Records

When Financial Transactions are made, i.e. Delivery notes, invoices or credit notes printed, a copy of the printed document is archived. These are stored in zip files, one for each month and can be extracted and reprinted using the 'Records' section.

Click the 'Records' button.

On this screen you have several options.

1. You can set whether you wish to retrieve an invoice, a delivery note or a credit note.
2. You can enter a date for the document, or
3. you can enter the invoice or delivery number.
4. If you don't have details of the item you can click 'Search Archives' to see all the items for a particular customer.

Then double-click the customer whose record you are looking for.

The screenshot shows a window titled "Print Archived records". On the left, there is a list of customers with their codes and names. On the right, there is a search panel titled "Set Month and Year of Archive" with a "Search Archives" button, dropdowns for "Month" and "Year", an "Inv/Del No." field, and checkboxes for "Invoice", "Delivery Note", and "Credit Note". An "Apply" button is at the bottom of the search panel. A "Back" button with a right arrow is in the top right corner.

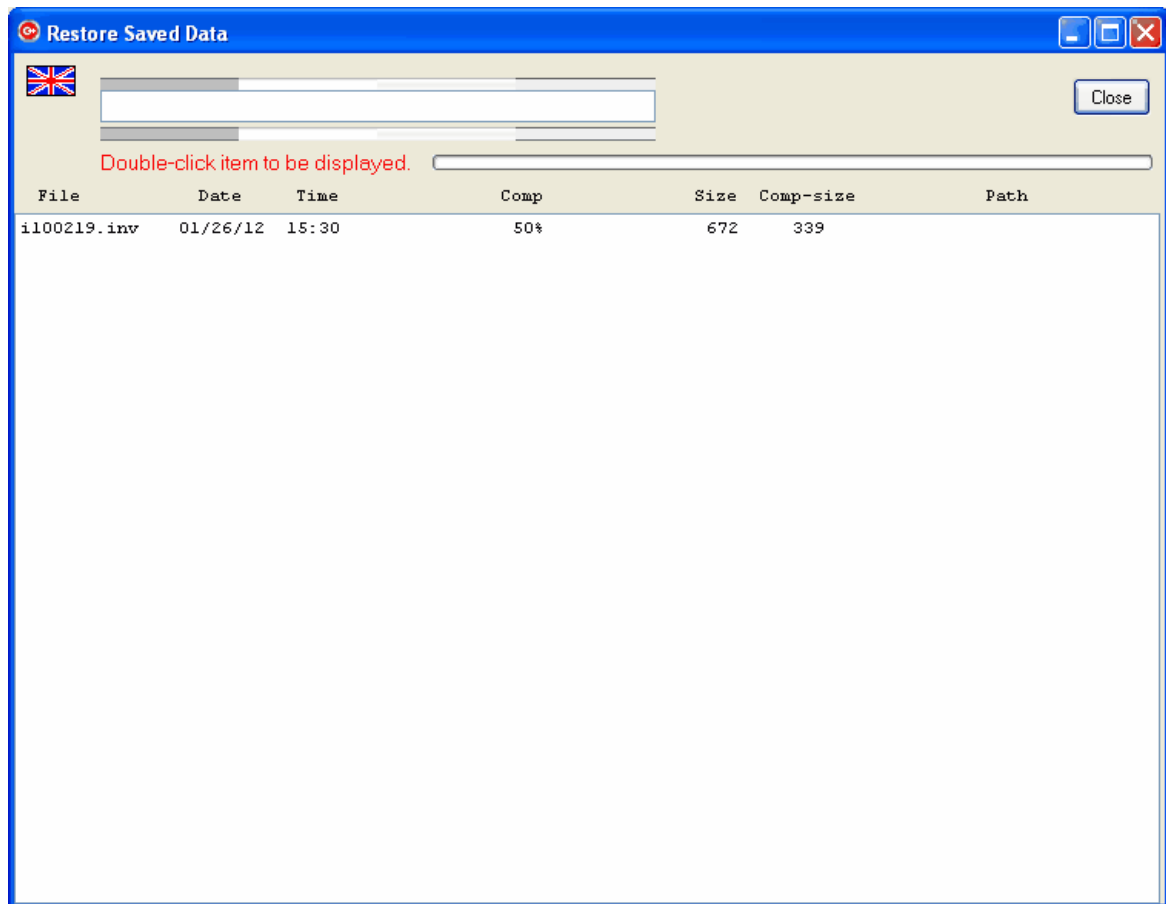
Code	Customer Name	Record No.	Date	Type	Archive
BS	BLACK SWAN	100216	25/1/2012	INV	JAR012012
BTR	BIRCH TREE RESTAURANT	100219	27/1/2012	INV	JAR012012
CAF	COCK AND FERRET				
CCS	CENTRAL CATERING SERVICES				
CR	CENTURY RESTAURANT				
HA	TEST COMPANY				
HAL	TEST COMPANY 2				
HAH	HARE AND HOUNDS				
JD	JOES DINER				
KHS	KING HENRY THE EIGHTH				
KHH	KINGS HEAD HOTEL				
OR	OLD OAK RESTAURANT				
PP	POLLYANNAS PANTRY				
SCH1	HARROGATE COUNCIL				
SCH2	HARROGATE COUNCIL				
STOCK	STOCK				
SWC	SPINNING WHEEL CAFE				
WMH	WILLIAM AND MARY HOTEL				

This will bring up a list of all the records for that customer giving the record number, date and the name of the zip file in which it is stored. NB there would normally be a lot more records listed than shown in the above example.

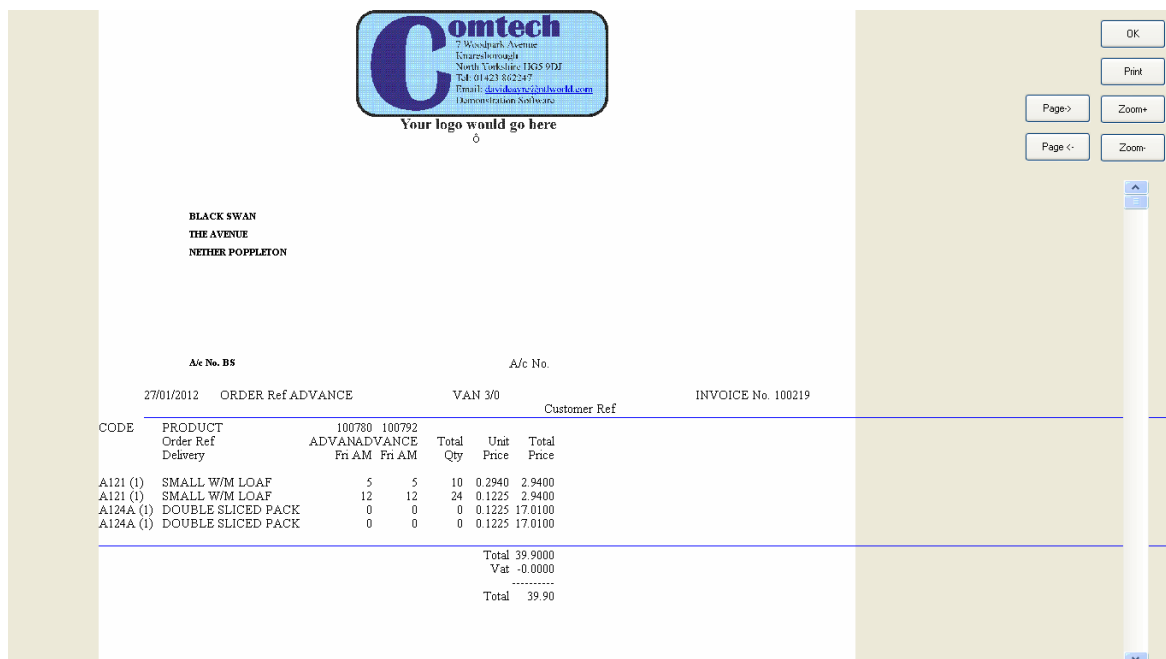
Double-click the item you require.

The screenshot shows the same "Print Archived records" window, but with search filters applied. The "Month" dropdown is set to "01" and the "Year" dropdown is set to "2012". The "Inv/Del No." field is filled with "100219". The "Apply" button is visible at the bottom of the search panel.

This puts the details into the boxes as shown above. Click 'Apply'.



If the record is found it will be displayed in the box, as shown above, and after about 1 second it will display the document which can then be printed. If the document is not found, the total contents of the zip file will be displayed.

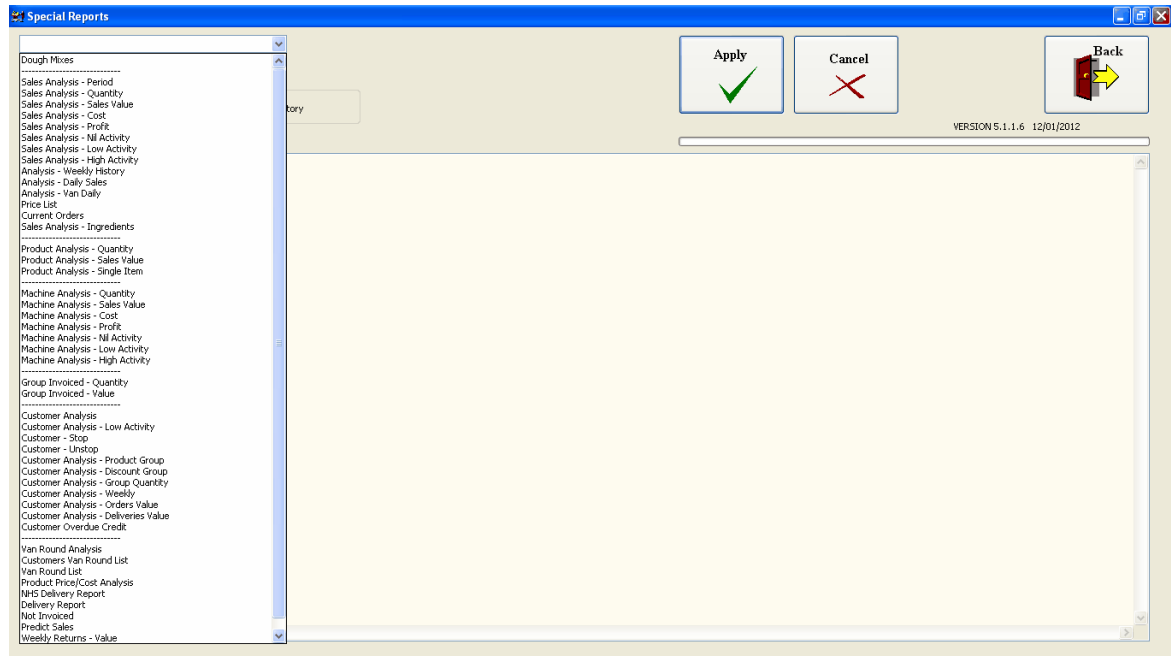


The document may now be viewed and printed, if required. To print it, click the 'Print' Button, or click 'OK' to return to the previous screen.



## 2.2.3 Reports

There is a wide selection of reports available. Many of these have been added at the request of users and we are willing to add special reports, on request, for a small charge depending upon the complexity of the work required. Any small additions will be carried out free of charge.

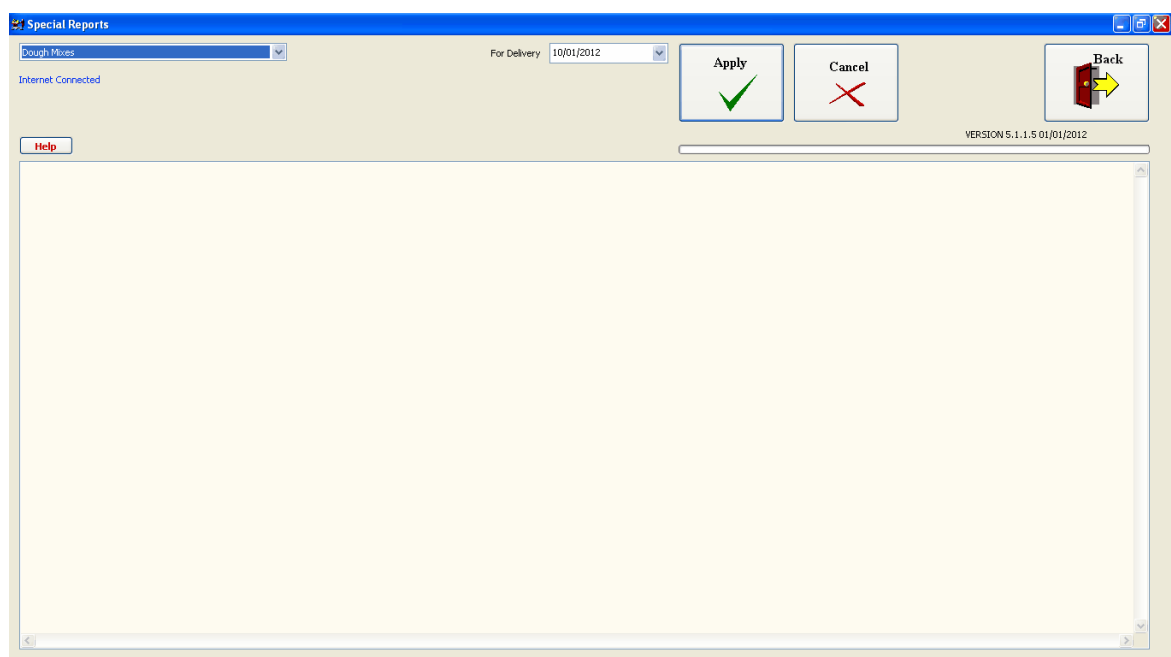


### 2.2.3.1 Dough Mix Analysis

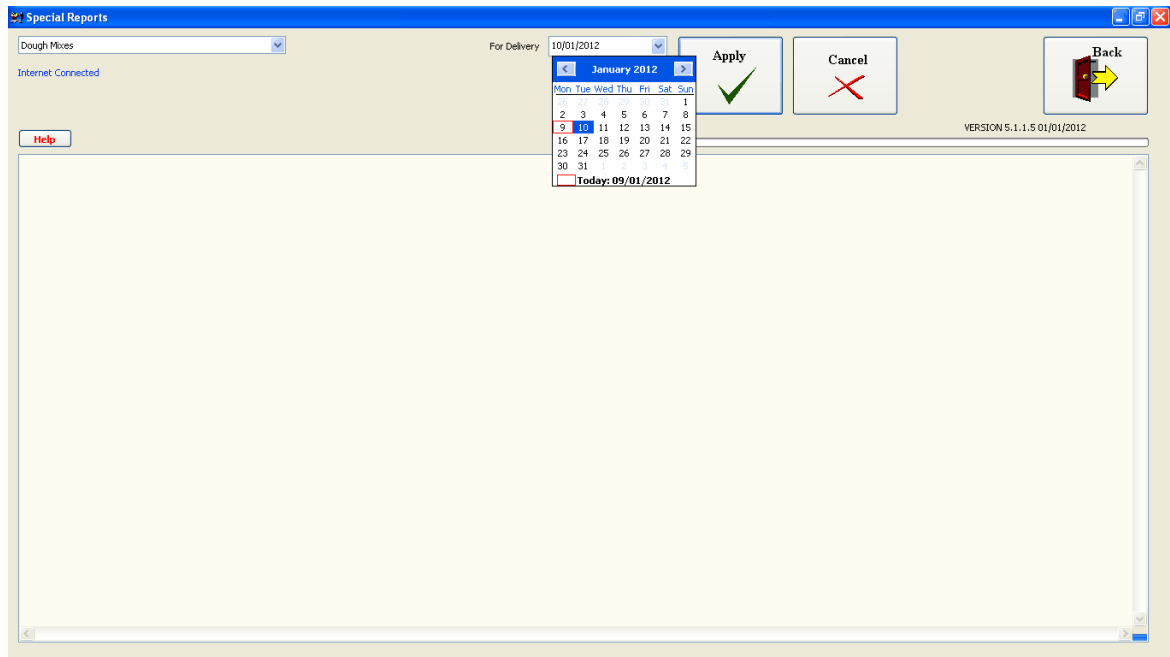
## Dough Mix Analysis

This option allows you to see how many products are required from each **dough mix** with the option to show the recipe breakdown for a group of products.

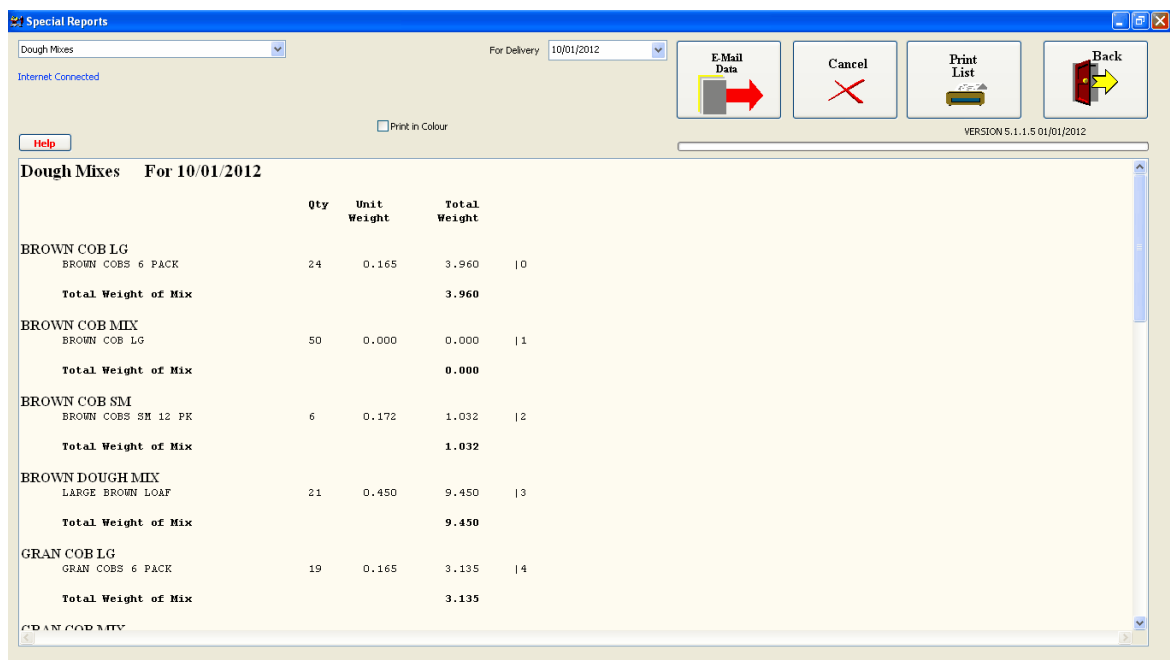
After clicking the '**Dough Mixes**' item in the dropdown list you will be presented with the following screen:-



Set the date by clicking the **dropdown** arrow on the date box. Then click the date required.



Then click the 'Apply' button to produce the report as follows:-



This shows each major dough mix as set up by the **recipes** section in Wsaler. In each section is a list of the products, required for production, that use that dough mix and the finished weight for each, as entered in the product database.

Click the 'Print List' button to print the full list.

### 2.2.3.2 Recipe Breakdown

## Recipe Breakdown

It is possible to create a detailed **ingredient** breakdown for one or more products in a **dough mix** group by selecting the products required. This is done by dragging the cursor over the lines required. Make sure you select the complete lines.

**Special Reports**

Dough Mixes: [v] For Delivery: 10/01/2012 [v]

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☐ Print in Colour

Buttons: E-Mail Data, Cancel, Print List, Back

VERSION 5.1.1.5 01/01/2012

SMALL GRAN LOAF				
SM GRAN THICK	8	0.231	1.848	12
<b>Total Weight of Mix</b>			<b>1.848</b>	
SMALL WHITE LOAF				
SMALL W/M SLICED	12	0.250	3.000	13
<b>Total Weight of Mix</b>			<b>3.000</b>	
WHITE COB LG				
WHITE COBS 6 PACK	18	0.165	2.970	14
<b>Total Weight of Mix</b>			<b>2.970</b>	
WHITE COB MIX				
WHITE COB LG	50	0.000	0.000	15
<b>Total Weight of Mix</b>			<b>0.000</b>	
WHITE COB SM				
WHITE COBS SM 12 PK	5	0.172	0.860	16
<b>Total Weight of Mix</b>			<b>0.860</b>	
<b>WHITE DOUGH MIX</b>				
SMALL W/M LOAF	11	0.250	2.750	17
SMALL WHITE LOAF	53	0.230	12.190	18
<b>Total Weight of Mix</b>			<b>14.940</b>	

Now when you release the mouse left-button, the following display will appear.

**Special Reports**

Dough Mixes: [v] For Delivery: 10/01/2012 [v]

Internet Connected

☐ Print in Colour

Buttons: E-Mail Data, Cancel, Print List, Back

VERSION 5.1.1.5 01/01/2012

<b>GRAN COB MIX</b> GRAN COB LG 2 <b>Total Weight of Mix</b>  <b>GRAN COB SM</b> GRAN COBS SM 12 PK 3 <b>Total Weight of Mix</b>  <b>GRAN DOUGH MIX</b> GRAN LARGE 9 <b>Total Weight of Mix</b>  <b>GRAN LARGE</b> GRAN LG SLICED 5 <b>Total Weight of Mix</b>  <b>LARGE BROWN LOAF</b> LG BROWN SLICED 1 LG BROWN THICK 2 <b>Total Weight of Mix</b>  <b>LARGE W/M LOAF</b> LARGE W/M SLICED 5 <b>Total Weight of Mix</b>	<b>Recipe for selection</b>  LG BROWN SLICED 10 0.450 4.500 kg LG BROWN THICK 20 0.453 9.060 kg <b>Total Finished Weight 13.560 kg</b>  A1122 FLOUR BROWN 13.5000 kg £0.1603 B3141 YEAST 0.3600 kg £0.2343 C3346 WATER 9.0000 Litre £0.0450 E3324 SALT 0.2000 kg £0.0714 E3350 IMPROVER 0.1080 kg £0.1757 Z1133 ELECTRICITY 0.0450 Unit £0.0027 Z1134 MAN-HOURS 0.0036 Unit £0.0135  Z1133 ELECTRICITY 0.0450 Unit £0.0027 Z1134 MAN-HOURS 0.0600 Unit £0.2262  F1000 PLASTIC WRAP 10.0000 Unit £0.1575 Z1135 SLICING 10.0000 Unit £0.0200  F1000 PLASTIC WRAP 20.0000 Unit £0.3150 Z1135 SLICING 20.0000 Unit £0.0400
--	---

If you now click '**Print List**' the section in blue will print out. This section shows the products, quantities and weights at the top and the total ingredient list requirement below. These quantities should be correct to make the required number of the products listed. **It is always worth setting up your recipes with a small surplus to allow for errors.**

## 2.2.3.3 Sales Analysis - Period

## Sales Analysis - Period

This allows you to create a report of the **quantity** of each product sold between two **dates** for a single **customer** or all customers.

Select **Sales Analysis – Period** in the drop down list.

Set the first and last **dates** to be included in the report.

If you want the report for a **single customer**, enter the customer code in the box.

Click Apply and wait for the report to compile.

CODE	PRODUCT	QTY
A121	SMALL W/M LOAF	6
A121S	SMALL W/M SLICED	12
A122	LARGE W/M SLICED	5
A124A	DOUBLES SLICED PACK	41
A125	LARGE BROWN LOAF	170
A127	LG BROWN SLICED	10
A128	LG BROWN THICK	20
A129	GRAN LARGE	1329
A129-T	TRAY GRAN LARGE	154
A130	GRAN LG SLICED	5
A132	SMALL WHITE LOAF	62
A135	SMALL BROWN LOAF	71
A138	SMALL GRAN LOAF	19
A140	SH GRAN THICK	8
B100	WHITE COB LG	23
B101	BROWN COB LG	60
B102	GRAN COB LG	20
B334	WHITE COBS 6 PACK	18
B335	BROWN COBS 6 PACK	24
B336	GRAN COBS 6 PACK	19
B337	WHITE COBS SH 12 PK	5
B338	BROWN COBS SH 12 PK	6
B339	GRAN COBS SH 12 PK	3
C100	PORK PIE LARGE	12

To print the report, click Print List button.

#### 2.2.3.4 Sales Analysis - Quantity

## Sales Analysis – Quantity

This report, and all the other **sales analysis** reports, break the results down on a monthly basis. If you require a shorter period than a month, this can be done, but the results will appear in the month covered by the selection.

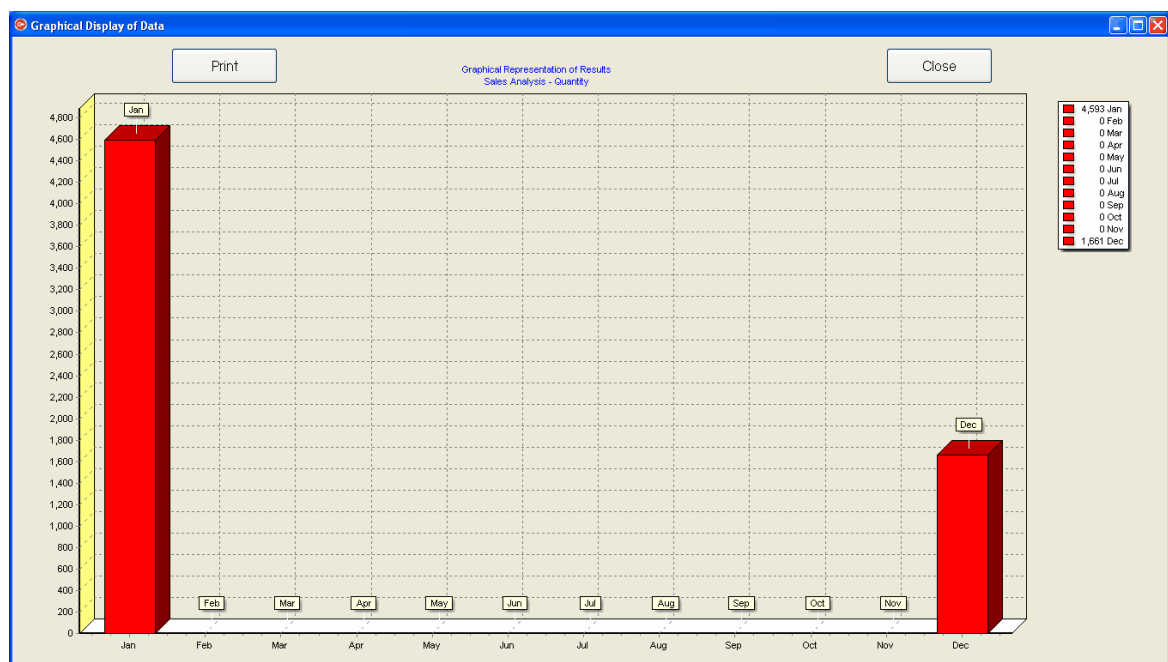
Select **Sales Analysis – Quantity** in the **dropdown list**.

The screenshot shows the 'Special Reports' window. The 'Sales Analysis - Quantity' report is selected in the dropdown menu. The 'Customer Code' field is empty. The date range is set from '01/11/2011' to '10/01/2012'. The 'Group' checkbox is checked. There are 'Apply' and 'Cancel' buttons, and a 'Back' button with a red arrow. The version number 'VERSION 5.1.1.5 01/01/2012' is displayed in the bottom right corner.

Enter a customer code if required, otherwise the results will include the total of all customers for that period.

Set the date range as required. Then click Apply.

After the report has been compiled, the results will be shown in **graphical form**.



This can be printed if required.

Click **Cancel** and the screen will return to the listed results.

**Sales Analysis - Quantity**

Customer Code: [ ] From: 01/02/2011 To: 10/01/2012

☒ Group ☐ Print in Colour

**Sales Analysis - Quantity - 1/2/2011 to 10/1/2012**

CODE	PRODUCT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
A120	LARGE W/M LOAF	51	0	0	0	0	0	0	0	0	0	0	165	216
A121	SMALL W/M LOAF	79	0	0	0	0	0	0	0	0	0	0	23	102
A121S	SMALL W/M SLICED	48	0	0	0	0	0	0	0	0	0	0	24	72
A122	LARGE W/M SLICED	20	0	0	0	0	0	0	0	0	0	0	183	203
A124	LG WHITE SLICED	30	0	0	0	0	0	0	0	0	0	0	0	30
A124A	DOUBLE SLICED PACK	187	0	0	0	0	0	0	0	0	0	0	94	281
A126	LARGE BROWN LOAF	545	0	0	0	0	0	0	0	0	0	0	42	587
A127	LG BROWN SLICED	40	0	0	0	0	0	0	0	0	0	0	20	60
A128	LG BROWN THICK	80	0	0	0	0	0	0	0	0	0	0	40	120
A129	GRAN LARGE	1632	0	0	0	0	0	0	0	0	0	0	186	1818
A129-T	TRAY GRAN LARGE	415	0	0	0	0	0	0	0	0	0	0	174	589
A130	GRAN LG SLICED	20	0	0	0	0	0	0	0	0	0	0	10	30
A132	SMALL WHITE LOAF	221	0	0	0	0	0	0	0	0	0	0	106	327
A135	SMALL BROWN LOAF	268	0	0	0	0	0	0	0	0	0	0	126	394
A138	SMALL GRAN LOAF	76	0	0	0	0	0	0	0	0	0	0	38	114
A140	SH GRAN THICK	32	0	0	0	0	0	0	0	0	0	0	16	48
B100	WHITE COB LG	146	0	0	0	0	0	0	0	0	0	0	100	246
B101	BROWN COB LG	220	0	0	0	0	0	0	0	0	0	0	100	320
B102	GRAN COB LG	80	0	0	0	0	0	0	0	0	0	0	40	120
B104	BROWN COB SH	55	0	0	0	0	0	0	0	0	0	0	0	55
B334	WHITE COBS 6 PACK	72	0	0	0	0	0	0	0	0	0	0	36	108
B335	BROWN COBS 6 PACK	96	0	0	0	0	0	0	0	0	0	0	48	144
B336	GRAN COBS 6 PACK	76	0	0	0	0	0	0	0	0	0	0	38	114
B337	WHITE COBS SH 12 PK	20	0	0	0	0	0	0	0	0	0	0	10	30
B338	BROWN COBS SH 12 PK	24	0	0	0	0	0	0	0	0	0	0	12	36
B339	GRAN COBS SH 12 PK	12	0	0	0	0	0	0	0	0	0	0	6	18
C100	PORK PIE LARGE	48	0	0	0	0	0	0	0	0	0	0	24	72
Total		4593	0	0	0	0	0	0	0	0	0	0	1661	6254

Similarly, these can be printed out by clicking **Print List**.

#### 2.2.3.5 Sales Analysis - Value and other Variants

## Sales Analysis – Value and other Variants

If you select the **Sales Analysis – Value**, the results will be in £ value of the sales. Similarly you can select Cost or Profit reports. **N.B. You must have recipes entered for all products and a fully priced Ingredient List for this to work.**

You can also select Nil, Low or High **Activity** filters.

#### 2.2.3.6 Sales Analysis - Ingredients

## Sales Analysis – Ingredients

This is the same, in essence, as the Sales Analysis – Quantity, except that the constituent ingredients are listed instead of the **Products**.

**Sales Analysis**

Sales Analysis - Ingredients  Customer Code  From 01/02/2011 To 10/01/2012

Internet Connected ☒ Group ☐ Print in Colour

**Help** **E Mail Data** **Cancel** **Print List** **Back**

VERSION 5.1.1.5 01/01/2012

**Sales Analysis - Ingredients - 1/2/2011 to 10/1/2012**

CODE	INGREDIENT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL	
A1121	FLOUR WHITE	199	0	0	0	0	0	0	0	0	0	0	229	429	kg
A1122	FLOUR BROWN	271	0	0	0	0	0	0	0	0	0	0	90	450	kg
A1123	FLOUR GRAN	788	0	0	0	0	0	0	0	0	0	0	110	897	kg
A2213	PORK PIR LG	48	0	0	0	0	0	0	0	0	0	0	24	72	Unit
B3141	YEAST	35	0	0	0	0	0	0	0	0	0	0	9	47	kg
C1132	MILK	19	0	0	0	0	0	0	0	0	0	0	10	27	Litre
C3346	WATER	887	0	0	0	0	0	0	0	0	0	0	272	1154	Litre
E3324	SALT	24	0	0	0	0	0	0	0	0	0	0	7	35	kg
E3350	IMPROVER	9	0	0	0	0	0	0	0	0	0	0	3	14	kg
F1000	PLASTIC WRAP	250	0	0	0	0	0	0	0	0	0	0	110	360	Unit
F1100	BOX TYPE 1	244	0	0	0	0	0	0	0	0	0	0	122	366	Unit
F1200	BOX TYPE 2	56	0	0	0	0	0	0	0	0	0	0	28	84	Unit
T1133	ELECTRICITY	9	0	0	0	0	0	0	0	0	0	0	9	20	Unit
T1134	MAN-HOURS	4	0	0	0	0	0	0	0	0	0	0	1	12	Unit
Z1135	SLICING	270	0	0	0	0	0	0	0	0	0	0	293	563	Unit

It is necessary to have the recipes and costed ingredients present in the database for this to give results.

### 2.2.3.7 Analysis - Weekly History

## Analysis – Weekly History

This reports allows you to compare the product performance with the previous week and the corresponding week from the previous year.

**Sales Analysis**

Analysis - Weekly History  W/E 10/01/2012

Internet Connected ☒ Print in Colour

**Help** **Apply** **Cancel** **Back**

VERSION 5.1.1.5 01/01/2012

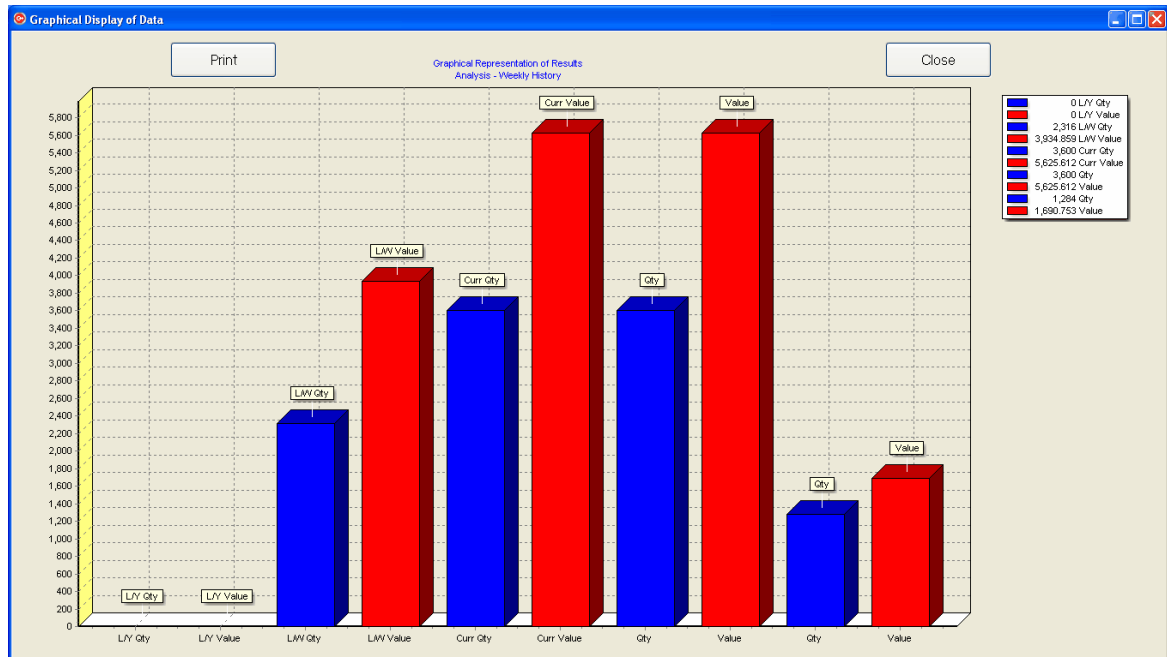
Select Customers to include in Report

BS	BLACK SWAN	NETHER POPPLETON
BTR	BIRCH TREE RESTAURANT	SUMMERBRIDGE
CBF	COCK AND FERRET	GLASSHOUSES
CCS	CENTRAL CATERING SERVICES	RIPON
CR	CENTURY RESTAURANT	BURN TATES
HA	TEST COMPANY	KNARESBOROUGH
HA1	TEST COMPANY 2	HARROGATE
HMH	HORE AND HOUNDS	TADCASTER
JD	JOES DINER	SOUTH STAINLEY
KH8	KING HENRY THE EIGHTH	YORK
KBH	KINGS HEAD HOTEL	SPOFFORTH
ODR	OLD ORK RESTAURANT	BOROUGHBRIDGE
PP	POLLYANNAS PASTRY	RIPON
SO1	HARROGATE COUNCIL	HARROGATE
SCH2	HARROGATE COUNCIL	HARROGATE
STOCK	STOCK	INTERNAL
SVC	SPINNING WHEEL CAFE	PATELEY BRIDGE
WHH	WILLIAM AND MARY HOTEL	HARROGATE

Select all the customers that you require to be included in this report then click **'Apply'** to run the report. If you don't select any of the customers you will be given the option to include them all in the report.

Firstly, you will be shown a Bar Chart of the results, which you can print out if you

wish.



Click '**Close**' to return to the listed results.

Sales Analysis

Analysis - Weekly History

Internet Connected

W/E 10/01/2012

☒ Print in Colour

E-Mail Data Cancel Print List Back

Archives 100% completed

VERSION 5.1.1.5 01/01/2012

Help

Analysis - Weekly History - Week Ending Tuesday 10/1/2012

Code	Product	Last Year Qty	Last Year Value	Last Week Qty	Last Week Value	Current Qty	Current Value	Year Diff Qty	Year Diff Value	Week Diff Qty	Week Diff Value
A120	LARGE W/H LOAF	0	0.00	0	0.00	51	38.25	51	38.25	51	38.25
A121	SMALL W/H LOAF	0	0.00	43	25.28	59	34.69	59	34.69	16	9.41
A121S	SMALL W/H SLICED	0	0.00	36	21.17	36	21.17	36	21.17	0	0.00
A122	LARGE W/H SLICED	0	0.00	15	15.30	15	15.30	15	15.30	0	0.00
A124	LC WHITE SLICED	0	0.00	0	0.00	30	31.12	30	31.12	30	31.12
A124A	DOUBLE SLICED PACK	0	0.00	150	212.63	131	185.69	131	185.69	-19	-26.93
A126	LARGE BROWN LOAF	0	0.00	362	334.49	225	207.90	225	207.90	-137	-126.59
A127	LC BROWN SLICED	0	0.00	30	28.35	30	28.35	30	28.35	0	0.00
A128	LC BROWN THICK	0	0.00	60	56.46	60	56.46	60	56.46	0	0.00
A129	GRAN LARGE	0	0.00	303	294.29	1515	1471.44	1515	1471.44	1212	1177.15
A129-T	TRAY GRAN LARGE	0	0.00	261	2305.55	328	2879.07	328	2879.07	67	573.52
A130	GRAN LG SLICED	0	0.00	15	14.73	15	14.73	15	14.73	0	0.00
A132	SMALL WHITE LOAF	0	0.00	159	98.56	168	104.14	168	104.14	9	5.58
A135	SMALL BROWN LOAF	0	0.00	197	125.64	197	125.64	197	125.64	0	0.00
A136	SMALL GRAN LOAF	0	0.00	57	35.75	57	35.75	57	35.75	0	0.00
A140	SH GRAN THICK	0	0.00	24	14.35	24	14.35	24	14.35	0	0.00
B100	WHITE COB LG	0	0.00	123	25.83	123	25.83	123	25.83	0	0.00
B101	BROWN COB LG	0	0.00	160	35.28	160	35.28	160	35.28	0	0.00
B102	GRAN COB LG	0	0.00	60	13.86	60	13.86	60	13.86	0	0.00
B104	BROWN COB SM	0	0.00	0	0.00	55	9.24	55	9.24	55	9.24
B334	WHITE COBS 6 PACK	0	0.00	54	55.71	54	55.71	54	55.71	0	0.00
B335	BROWN COBS 6 PACK	0	0.00	72	70.43	72	70.43	72	70.43	0	0.00
B336	GRAN COBS 6 PACK	0	0.00	57	61.40	57	61.40	57	61.40	0	0.00
B337	WHITE COBS SM 12 PK	0	0.00	15	19.73	15	19.73	15	19.73	0	0.00
B338	BROWN COBS SM 12 PK	0	0.00	18	23.84	18	23.84	18	23.84	0	0.00
B339	GRAN COBS SM 12 PK	0	0.00	9	12.02	9	12.02	9	12.02	0	0.00
C100	PORK PIE LARGE	0	0.00	36	34.20	36	34.20	36	34.20	0	0.00
Total		0	0.00	2316	3934.86	3600	5625.61	3600	5625.61	1284	1690.75

If you are on the internet there will be a button that will allow you to email the report if required. Otherwise, you can print out the report by using the '**Print List**' button.

**More:**  
Emailing the report

#### 2.2.3.7.1 Emailing the report

## Emailing the report

Click the '**Email Data**' button to get the following screen:-



**Send Email**

Send Email Don't send Exit

Heading Analysis - Weekly History

Message Attachment - .\Report.rtf

Attached is the report for the current weekly analysis.  
You may view and print this using MS Word.

Best Regards  
David C Ayre

Host mail.bakerysoftware.co.uk  
From me@mydomain.co.uk  
From Name Sender's Name

☒ Authentication required

Authentication Data  
User Name admin@bakerysoftware  
Password #####

Apply

Destination email addresses  
davidcayre@ntlworld.com

*Double-click recipients below*

In normal circumstances the email data will have been entered in the End-of-Day/Utilities section. If this is not the case, enter your email details into the top right boxes, if they haven't already been entered, then click **'Apply'** to save them. **'Exit'** and then click the **'Email Data'** button again. This time you will have the above screen with the full set of buttons. Double-click the customer to whom the email is to be sent, or alternatively, enter the email address manually.

Edit the message as required and then click **'Send Email'** and wait until it has been sent. The message at the top, in red, will tell you when this has happened.

You can email to more than one person by adding more email addresses separated by commas, or by double-clicking on more of the customers in the listbox.

### 2.2.3.8 Daily Sales

This allows you to inspect the sales for all, or a selection, of customers for the last 7 days plus the total for the week divided into section by van round.

Sales Daily

Analysis - Daily Sales

Internet Connected

W/E 13/01/2012

☒ Print in Colour

Help

VERSION 5.1.1.5 01/01/2012

Analysis - Daily Sales - Week Ending Fri 13/1/2012

Prod Group	Code	Description	07-Jan Sat	08-Jan Sun	09-Jan Mon	10-Jan Tue	11-Jan Wed	12-Jan Thu	13-Jan Fri	Total
00	A120	LARGE W/M LOAF	0.00	0.00	0.00	9.00	0.00	0.00	0.00	9.00
00	A121	SMALL W/M LOAF	0.00	0.00	9.53	6.47	0.00	0.00	0.00	16.00
00	A121S	SMALL W/M SLICED	0.00	0.00	7.06	7.06	0.00	0.00	0.00	14.11
00	A122	LARGE W/M SLICED	0.00	0.00	5.10	5.10	0.00	0.00	0.00	10.20
00	A124A	DOUBLE SLICED PACK	0.00	0.00	59.12	60.95	0.00	0.00	0.00	119.07
00	A126	LARGE BROWN LOAF	0.00	0.00	157.08	20.49	0.00	0.00	0.00	177.57
00	A127	LG BROWN SLICED	0.00	0.00	9.45	9.45	0.00	0.00	0.00	18.90
00	A128	LG BROWN THICK	0.00	0.00	18.82	18.82	0.00	0.00	0.00	37.64
00	A129	GRAM LARGE	0.00	0.00	1290.79	90.33	0.00	0.00	0.00	1381.12
00	A129-T	TRAY GRAM LARGE	0.00	0.00	1945.04	769.52	0.00	0.00	0.00	2714.56
00	A130	GRAM LG SLICED	0.00	0.00	4.91	4.91	0.00	0.00	0.00	9.82
00	A132	SMALL WHITE LOAF	0.00	0.00	39.43	32.95	0.00	0.00	0.00	72.38
00	A135	SMALL BROWN LOAF	0.00	0.00	45.30	40.17	0.00	0.00	0.00	85.47
00	A138	SMALL GRAM LOAF	0.00	0.00	11.92	11.92	0.00	0.00	0.00	23.83
00	A140	SM GRAM THICK	0.00	0.00	4.78	4.78	0.00	0.00	0.00	9.57
00	B101	BROWN COB LG	0.00	0.00	12.23	11.02	0.00	0.00	0.00	23.25
00	B102	GRAM COB LG	0.00	0.00	4.62	4.62	0.00	0.00	0.00	9.24
01	B100	WHITE COB LG	0.00	0.00	4.83	10.50	0.00	0.00	0.00	15.33
01	B334	WHITE COBS 6 PACK	0.00	0.00	18.57	18.57	0.00	0.00	0.00	37.14
01	B335	BROWN COBS 6 PACK	0.00	0.00	23.48	23.48	0.00	0.00	0.00	46.95
01	B336	GRAM COBS 6 PACK	0.00	0.00	20.47	20.47	0.00	0.00	0.00	40.94
01	B337	WHITE COBS SH 12 PK	0.00	0.00	6.58	6.58	0.00	0.00	0.00	13.15
01	B338	BROWN COBS SH 12 PK	0.00	0.00	7.95	7.95	0.00	0.00	0.00	15.90
01	B339	GRAM COBS SH 12 PK	0.00	0.00	4.01	4.01	0.00	0.00	0.00	8.01
02	C100	PORK PIE LARGE	0.00	0.00	11.40	11.40	0.00	0.00	0.00	22.80
Total			0.00	0.00	3112.45	1219.41	0.00	0.00	0.00	4331.86

### 2.2.3.9 Van Daily

This gives you the total sales value for each van round for the previous week. You can set the Week/ending date before running the report. There is only 1 van round shown in the example, but the report would list all van rounds if there were more.

Van Daily

Analysis - Van Daily

Internet Connected

W/E 13/01/2012

☒ Print in Colour

Help

VERSION 5.1.1.5 01/01/2012

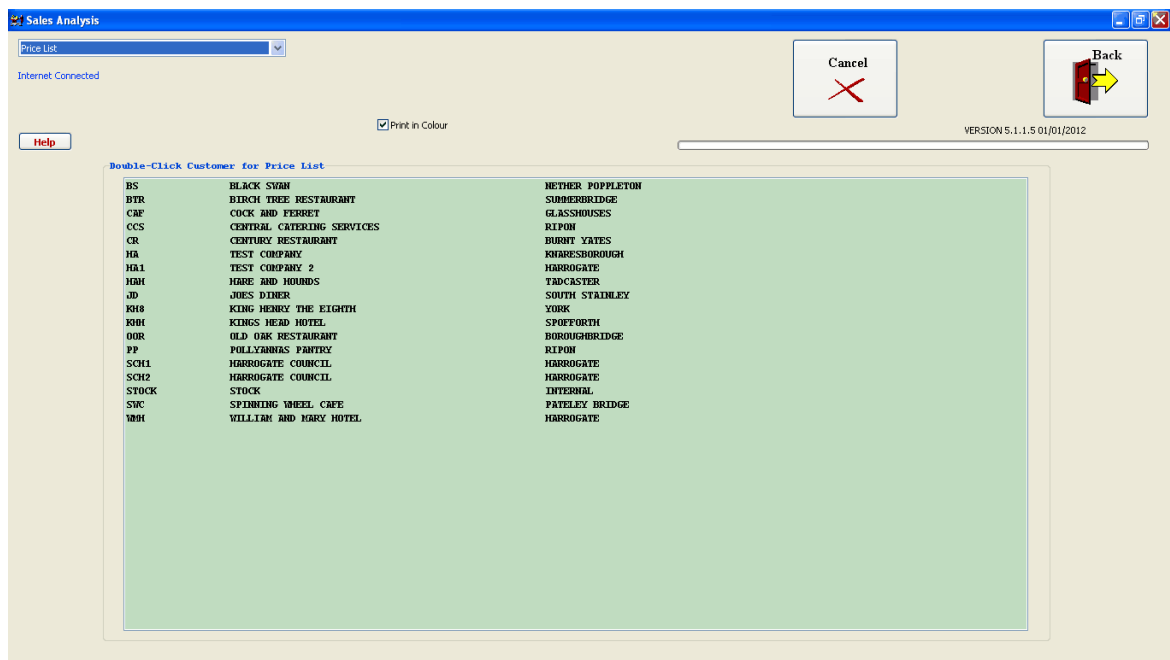
Analysis - Van Daily - Week Ending Fri 13/1/2012

Van Round	07-Jan Sat	08-Jan Sun	09-Jan Mon	10-Jan Tue	11-Jan Wed	12-Jan Thu	13-Jan Fri	Total
VAN 3	0.00	0.00	1474.05	171.40	0.00	0.00	0.00	1645.45
Total	0.00	0.00	1474.05	171.40	0.00	0.00	0.00	1645.45

### 2.2.3.10 Price Lists

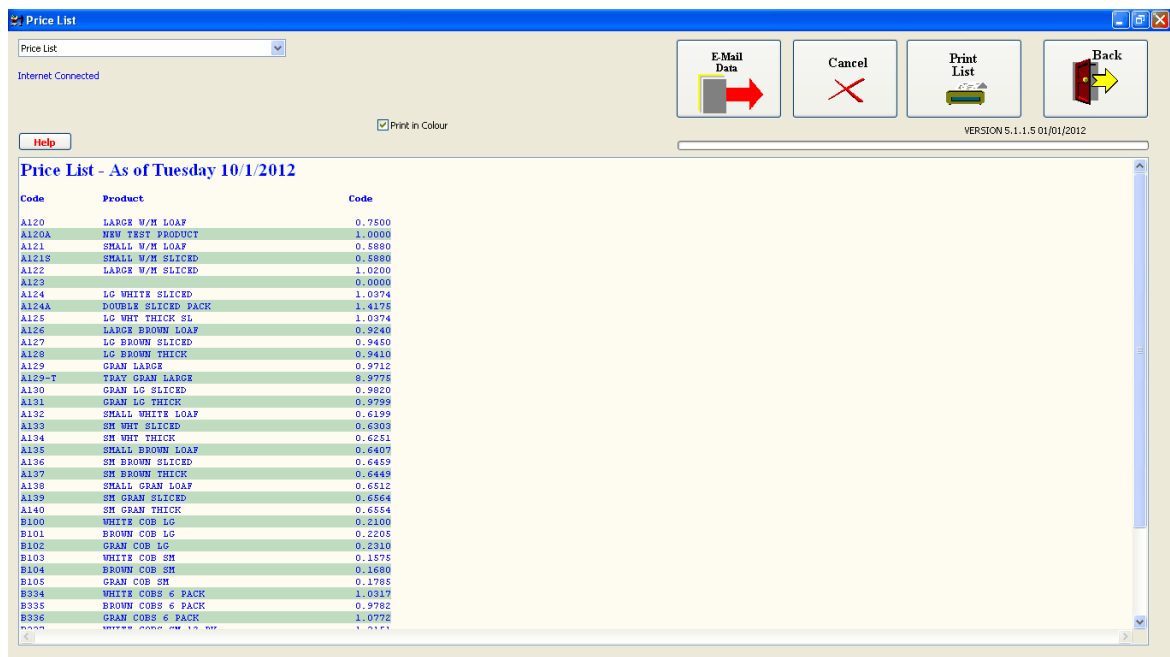
## Price Lists

You can compile, print and/or email price lists for any customer.



This gives you a customer list from which you can select the customer for whom the Price List must be compiled. The list will take into account Special prices and discounts, though **NOT** quantity discounts as these are dependent upon the value of the complete order.

**Double-click the customer for whom the Price List is to be compiled.**



If you are on the internet, there will be the email option, or you can simply print the Price List.

**More:**  
Emailing the Price List

## 2.2.3.10.1 Emailing the Price List

## Emailing the Price List

**Sending Email**

**Send Email**

Send Email Don't send Exit

Heading Price List

Message Attachment - .\Report.rtf

Attached is the Current Price List.  
You may view and print this using MS Word.

Best Regards

David C Ayre  
Comtech Software

**Email Fixed Parameters**

Host mail.bakerysoftware.co.uk

From me@mydomain.co.uk

From Name Sender's Name

☒ Authentication required

**Authentication Data**

User Name admin@bakerysoftware

Password #####

Apply

**Destination email addresses**

davidcayre@ntlworld.com

*Double-click recipients below*

BSBLACK SWAN NETHER POPPLETON

In this case there will be only one customer in the listbox and their email address will automatically appear in the Destination box. **N.B. the customer's email address must be entered in the Customer Database for this to happen.**

### 2.2.3.11 Current Orders

This displays the order status of all the customers for the next 2 weeks. It does not give the order details but allows you to check that orders have been placed.

**Current Orders**

Current Orders:

Internet Connected

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[Help](#)

VERSION 5.1.1.5 01/01/2012

**Current Orders as of 13/1/2012**

Code	Customer	Fri 13 Jan	Sat 14 Jan	Sun 15 Jan	Mon 16 Jan	Tue 17 Jan	Wed 18 Jan	Thur 19 Jan	Fri 20 Jan	Sat 21 Jan	Sun 22 Jan	Mon 23 Jan	Tue 24 Jan	Wed 25 Jan	Thur 26 Jan
BS	BLACK SWAN	-----	-----	-----	ORDER	ORDER	-----	-----	-----	-----	-----	-----	-----	-----	
BTR	BIRCH TREE RESTAURANT	-----	-----	-----	ORDER	ORDER	-----	-----	-----	-----	-----	-----	-----	-----	
CAF	COCK AND FERRET	-----	-----	-----	ORDER	ORDER	-----	-----	-----	-----	-----	-----	-----	-----	
CCS	CENTRAL CATERING SER	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	
CR	CENTURY RESTAURANT	-----	-----	-----	ORDER	ORDER	ORDER	-----	-----	-----	-----	-----	-----	-----	
HA	TEST COMPANY	-----	-----	-----	ORDER	ORDER	-----	-----	-----	-----	-----	-----	-----	-----	
HA1	TEST COMPANY 2	-----	-----	-----	ORDER	ORDER	-----	-----	-----	-----	-----	-----	-----	-----	
HAH	HARE AND HOUNDS	-----	-----	-----	ORDER	ORDER	-----	-----	-----	-----	-----	-----	-----	-----	
JD	JOB'S DINER	-----	-----	-----	ORDER	ORDER	-----	-----	-----	-----	-----	-----	-----	-----	
KOH	KING HENRY THE EIGHT	-----	-----	-----	ORDER	ORDER	-----	-----	-----	-----	-----	-----	-----	-----	
KOH	KINGS HEAD HOTEL	-----	-----	-----	ORDER	ORDER	-----	-----	-----	-----	-----	-----	-----	-----	
ODR	OLD OAK RESTAURANT	-----	-----	-----	ORDER	ORDER	-----	-----	-----	-----	-----	-----	-----	-----	
PP	POLLYANNA'S PARTY	-----	-----	-----	ORDER	ORDER	-----	-----	-----	-----	-----	-----	-----	-----	
SCH1	HARBORCATE COUNCIL	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	
SCH2	HARBORCATE COUNCIL	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	
STOCK	STOCK	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	
SUC	SPINNING WHEEL CAFE	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	
WHI	WILLIAM AND MARY HOT	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	

### 2.2.3.12 Sales Analysis - Ingredients

Set the data range and click 'Apply' to run the report. This will display the monthly amount of each ingredient that has been used. You can set this to analyse a single customer's ingredient usage by entering the customer code in the box at the top. If you leave the box empty it will display the total usage of ingredients. This can be useful in planning the provisioning of ingredients.

**Sales Analysis**

Sales Analysis - Ingredients:

Customer Code:

From: 01/12/2011 To: 13/01/2012

☒ Group ☐ Print in Colour

[Help](#)

VERSION 5.1.1.5 01/01/2012

**Sales Analysis - Ingredients - 1/12/2011 to 13/1/2012**

CODE	INGREDIENT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL	
A1121	FLOUR WHITE	140	0	0	0	0	0	0	0	0	0	0	229	368	kg
A1122	FLOUR BROWN	324	0	0	0	0	0	0	0	0	0	0	80	404	kg
A1123	FLOUR GRAM	733	0	0	0	0	0	0	0	0	0	0	110	842	kg
A2213	PORK PIR LG	36	0	0	0	0	0	0	0	0	0	0	24	60	Unit
B3141	YEAST	29	0	0	0	0	0	0	0	0	0	0	9	40	kg
C1332	MILK	19	0	0	0	0	0	0	0	0	0	0	10	24	litre
C3346	WATER	784	0	0	0	0	0	0	0	0	0	0	272	1055	litre
E3324	SALT	22	0	0	0	0	0	0	0	0	0	0	7	31	kg
E3350	IMPROVER	8	0	0	0	0	0	0	0	0	0	0	3	11	kg
F1000	PLASTIC WRAP	180	0	0	0	0	0	0	0	0	0	0	110	290	Unit
F1100	BOX TYPE 1	183	0	0	0	0	0	0	0	0	0	0	122	305	Unit
F1200	BOX TYPE 2	42	0	0	0	0	0	0	0	0	0	0	28	70	Unit
Z1133	ELECTRICITY	7	0	0	0	0	0	0	0	0	0	0	9	19	Unit
Z1334	RAM-HOOTS	4	0	0	0	0	0	0	0	0	0	0	1	7	Unit
Z1135	SLICING	195	0	0	0	0	0	0	0	0	0	0	293	488	Unit

### 2.2.3.13 Product Analysis

## Product Analysis

There are three versions of this report. The first is based on **quantity**, the second on **sales value**. The format is as follows:-

**Product Sales Analysis**

Product Analysis - Quantity

Internet Connected

From: 01/12/2011 To: 10/01/2012

☒ Group ☒ Print in Colour

[Help](#)

**Product Analysis - Quantity - 1/12/2011 to 10/1/2012**

Qty	Code	Product	Sales Value
15	A124A	DOUBLE SLICED PACK	£ 21.26
150	A126	LARGE BROWN LOAF	£ 138.60
1260	A129	GRAN LARGE	£ 1223.78
97	A129-T	TRAY GRAN LARGE	£ 830.32
9	A132	SMALL WHITE LOAF	£ 5.58
55	B104	BROWN COB SH	£ 9.24

VERSION 5.1.1.5 01/01/2012

or for **sales value:-**

**Product Sales Analysis**

Product Analysis - Sales Value

Internet Connected

From: 01/12/2011 To: 10/01/2012

☒ Group ☒ Print in Colour

[Help](#)

**Product Analysis - Sales Value - 1/12/2011 to 10/1/2012**

Value	Code	Product	Quantity
21.26	A124A	DOUBLE SLICED PACK	15
138.60	A126	LARGE BROWN LOAF	150
1223.78	A129	GRAN LARGE	1260
830.32	A129-T	TRAY GRAN LARGE	97
5.58	A132	SMALL WHITE LOAF	9
9.24	B104	BROWN COB SH	55

VERSION 5.1.1.5 01/01/2012

The third option is for a single product item. Enter the product code in the box at the top of the screen. The example, below, shows the analysis for a Large W/M Loaf. The report shows the customers who have bought this product and the quantity bought each month and the total for the year.

Product Analysis - Single Item

Product Analysis - Single Item Product code: A120 From: 01/12/2011 To: 10/01/2012

Internet Connected

☒ Print in Colour

Help

VERSION 5.1.1.5 01/01/2012

Product Analysis - Single Item for LARGE WM LOAF - 1/12/2011 to 10/1/2012

CODE	CUSTOMER	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
BS	BLACK SWAN	27	0	0	0	0	0	0	0	0	0	0	142	169
BTR	BIRCH TREE RESTAURANT	0	0	0	0	0	0	0	0	0	0	0	6	6
CR	CENTURY RESTAURANT	0	0	0	0	0	0	0	0	0	0	0	12	12
KH8	KING HENRY THE EIGHT	0	0	0	0	0	0	0	0	0	0	0	5	5
Total		27	0	0	0	0	0	0	0	0	0	0	165	192

This report can be emailed and/or printed in the same way that the other reports can be.

### 2.2.3.14 Machine Analysis

## Machine Analysis

There is a range of options in the **Machine Analysis** section including **quantity**, **sales value**, **cost**, **profit**, nil, low, and **high activity** as in the **Sales Analysis** section.

The format is as follows:-

Sales Analysis

Machine Analysis - Quantity Product code: From: 01/02/2011 To: 10/01/2012

Internet Connected

☒ Group ☒ Print in Colour

Help

VERSION 5.1.1.5 01/01/2012

Machine Analysis - Quantity - 1/2/2011 to 10/1/2012

CODE	PRODUCT	Qty/Value
0 A120	LARGE W/M LOAF	216
0 A121	SMALL W/M LOAF	102
0 A121S	SMALL W/M SLICED	72
0 A122	LARGE W/M SLICED	203
0 A124	LG WHITE SLICED	30
0 A124A	DOUBER SLICED PACK	281
0 A126	LARGE BROWN LOAF	587
0 A127	LG BROWN SLICED	60
0 A128	LG BROWN THICK	120
0 A129	GRAN LARGE	1018
0 A129-T	TRAY GRAN LARGE	589
0 A130	GRAN LG SLICED	30
0 A132	SMALL WHITE LOAF	327
0 A135	SMALL BROWN LOAF	294
0 A138	SMALL GRAN LOAF	114
0 A140	SH GRAN THICK	48
0 B100	WHITE COB LG	246
0 B101	BROWN COB LG	320
0 B102	GRAN COB LG	120
0 B104	BROWN COB SM	55
0 B334	WHITE COBS 6 PACK	108
0 B335	BROWN COBS 6 PACK	144
0 B336	GRAN COBS 6 PACK	114
0 B337	WHITE COBS SM 12 PK	30
0 B338	BROWN COBS SM 12 PK	36
0 B339	GRAN COBS SM 12 PK	18
0 C100	PORK PIE LARGE	72
Overall Total		6254

The first column is the **machine** number. In the example, only machine 0 is used.

The report can be printed out by clicking the **Print List** button or emailed by clicking the **Email** button.

### 2.2.3.15 Group Invoiced - Quantity or (- Value)

## Group Invoiced – Quantity or (Value)

Discount Group Analysis

Group Invoiced - Quantity

Product code

From 01/02/2011 To 10/01/2012

Internet Connected

To

E-Mail Data

Cancel

Print List

Back

Print in Colour

VERSION 5.1.1.5 01/01/2012

Help

Group Invoiced - Quantity - 1/2/2011 to 10/1/2012

Code	Customer	1	2	3	4	5	6	7	8	9	TOTAL
JD	JOES DINER	1274	0	0	0	0	0	0	0	0	1274
HAH	HARR AND HOUNDS	539	0	0	0	0	0	0	0	0	539
KGH	KINGS HEAD HOTEL	119	0	0	0	0	0	0	0	0	119
BTR	BIRCH TREE RESTAURANT	82	0	0	0	0	0	0	0	0	82
CAP	COCK AND PIGGY	90	0	0	0	0	0	0	0	0	90
PP	POLLYANNA'S PANTRY	222	0	0	0	0	0	0	0	0	222
CR	CENTURY RESTAURANT	127	0	0	0	0	0	0	0	0	127
RHS	KING HENRY THE EIGHTH	390	0	0	0	0	0	0	0	0	390
ODR	OLD OAK RESTAURANT	23	152	0	0	0	0	0	0	0	175
BS	BLACK SWAN	2169	0	0	0	0	0	0	0	0	2169
HA	TEST COMPANY	265	0	0	0	0	0	0	0	0	265
HAL	TEST COMPANY 2	3480	333	0	0	0	0	0	0	0	3814
Total		8726	486	0	0	0	0	0	0	0	9286

This displays the **quantity** or **sales value** of each product, for the period set, in columns of **product group**. In the example above, all the products fall into the group 1 column.

You can also select an alphabetical range of Products by entering the product codes for the start and end of the range.

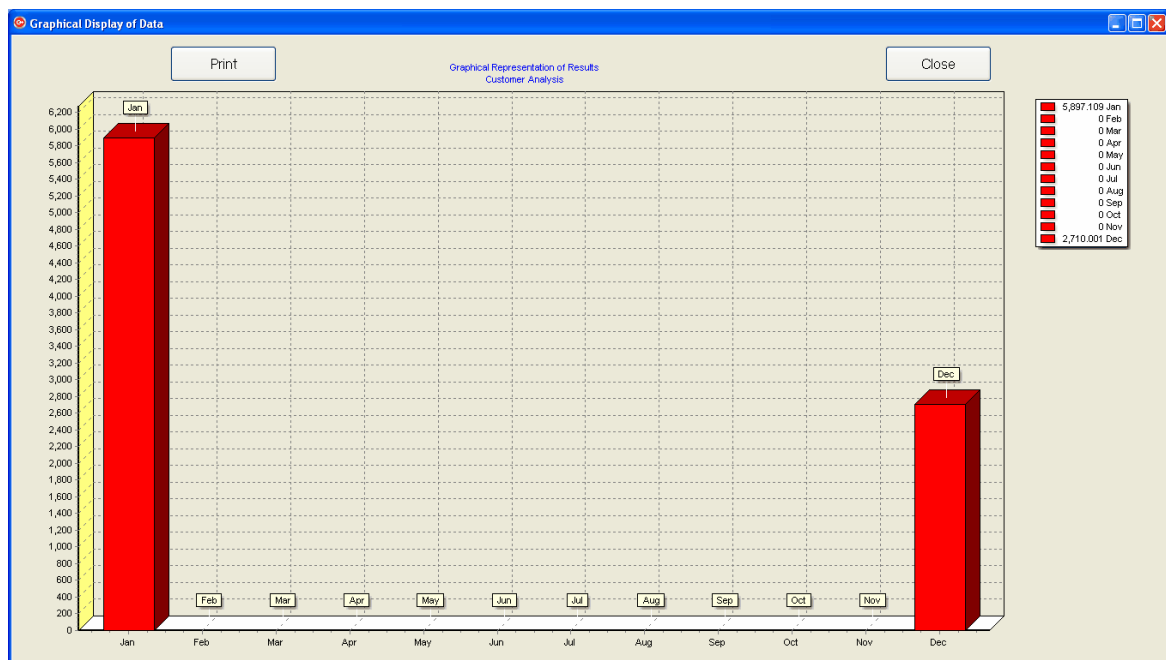
### 2.2.3.16 Customer Analysis

## Customer Analysis

The **Customer Analysis** reports calculate the **sales value** for each customer on a **monthly basis**. You can select the customers you wish to include in the report from the customer list that appears when you select **Customer Analysis** from the dropdown list.

When the report has compiled, the results are shown in **graphical form**.





This can be printed out if required. Click **Cancel** to return to the tabulated results.

Customer Analysis

Customer Analysis

Internet Connected

From 01/02/2011 To 10/01/2012

☒ Group ☒ Print in Colour

Help

E-Mail Data Cancel Print List Back

VERSION 5.1.1.5 01/01/2012

Customer Analysis - 1/2/2011 to 10/1/2012

CODE	CUSTOMER	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
BS	BLACK SWAN	1763	0	0	0	0	0	0	0	0	0	0	303	£ 2066
BTR	BIRCH TREE RESTAURANT	42	0	0	0	0	0	0	0	0	0	0	40	£ 82
CAF	COCK AND FERRET	30	0	0	0	0	0	0	0	0	0	0	20	£ 50
CR	CENTURY RESTAURANT	28	0	0	0	0	0	0	0	0	0	0	43	£ 71
HA	TEST COMPANY	132	0	0	0	0	0	0	0	0	0	0	89	£ 221
HAL	TEST COMPANY 2	1913	0	0	0	0	0	0	0	0	0	0	1273	£ 3186
HAH	HARE AND HOUNDS	180	0	0	0	0	0	0	0	0	0	0	120	£ 299
JD	JOBS DINER	1443	0	0	0	0	0	0	0	0	0	0	560	£ 2003
YHB	KING HENRY THE EIGHT	159	0	0	0	0	0	0	0	0	0	0	117	£ 276
KSH	KINGS HEAD HOTEL	51	0	0	0	0	0	0	0	0	0	0	34	£ 85
ODR	OLD OAK RESTAURANT	82	0	0	0	0	0	0	0	0	0	0	62	£ 144
PP	POLLYANNA'S PANTRY	74	0	0	0	0	0	0	0	0	0	0	49	£ 123
	Total	5897	0	0	0	0	0	0	0	0	0	0	2710	£ 8607

There is also a range of filters for low **activity** for this report.

### 2.2.3.17 Customer Analysis - Product Group

## Customer Analysis – Product Group

This is similar to the standard **Customer Analysis** report except that the results are put into columns depending upon the **product group** they are in.

Customer Analysis - Product Group

From: 01/01/2011 To: 10/01/2012

Internet Connected

☒ Group ☒ Print in Colour

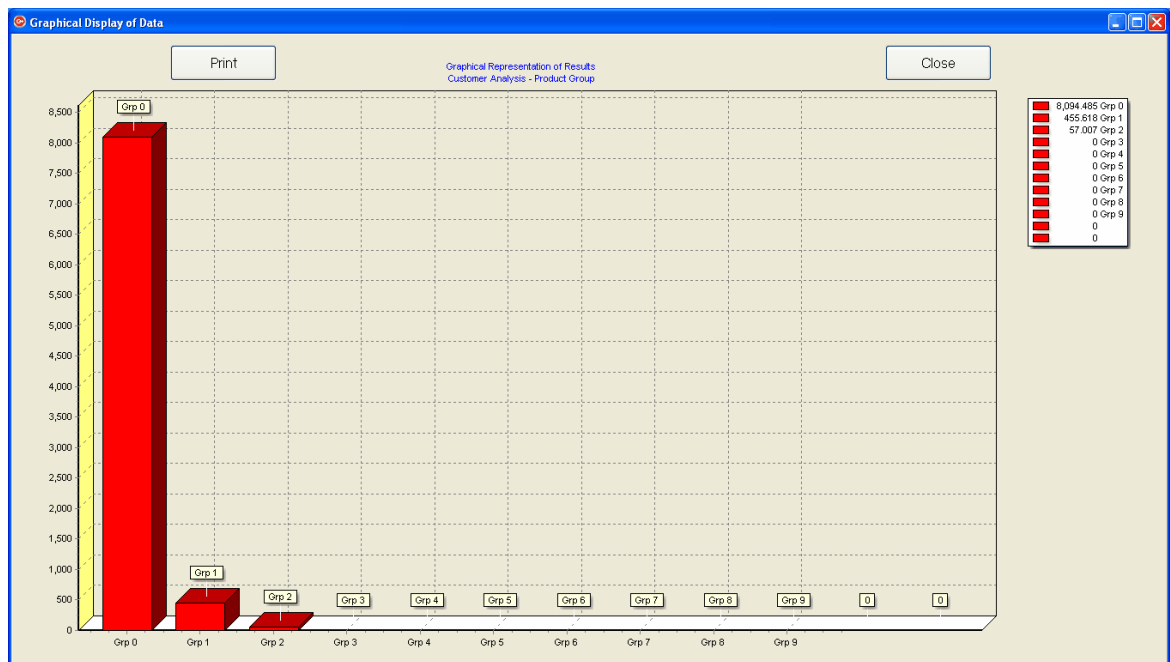
Help

VERSION 5.1.1.5 01/01/2012

Customer Analysis - Product Group - 1/1/2011 to 10/1/2012

CODE	CUSTOMER	Grp 0	Grp 1	Grp 2	Grp 3	Grp 4	Grp 5	Grp 6	Grp 7	Grp 8	Grp 9	TOTAL
BS	BLACK SWAN	2057	9	0	0	0	0	0	0	0	0	2066
BER	BEECH TREE RESTAURANT	92	0	0	0	0	0	0	0	0	0	92
CAF	COCK AND FERRET	50	0	0	0	0	0	0	0	0	0	50
CR	CENTURY RESTAURANT	71	0	0	0	0	0	0	0	0	0	71
HA	TEST COMPANY	221	0	0	0	0	0	0	0	0	0	221
HAI	TEST COMPANY 2	2810	319	57	0	0	0	0	0	0	0	3186
HAH	HARE AND HOUNDS	299	0	0	0	0	0	0	0	0	0	299
JD	JOES DINER	2003	0	0	0	0	0	0	0	0	0	2003
KH9	KING HENRY THE EIGHT	276	0	0	0	0	0	0	0	0	0	276
KHH	KINGS HEAD HOTEL	85	0	0	0	0	0	0	0	0	0	85
ODR	OLD OAK RESTAURANT	17	127	0	0	0	0	0	0	0	0	144
PP	POLYANNAS PANTRY	123	0	0	0	0	0	0	0	0	0	123
Total		8094	456	57	0	0	0	0	0	0	0	8607

This is also shown graphically before the list is shown.



### 2.2.3.18 Customer Analysis - Group Quantity

## Customer Analysis – Group Quantity

This is the same as **Customer Analysis – Product Group**, except that the **quantity** of products is displayed rather than the **sales value**.

**Customer Analysis**

Customer Analysis - Group Quantity

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From: 01/01/2011 To: 10/01/2012

☒ Group ☒ Print in Colour

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VERSION 5.1.1.5 01/01/2012

**Customer Analysis - Group Quantity - 1/1/2011 to 10/1/2012**

CODE	CUSTOMER	Grp 0	Grp 1	Grp 2	Grp 3	Grp 4	Grp 5	Grp 6	Grp 7	Grp 8	Grp 9	TOTAL
BS	BLACK SWAN	2150	55	0	0	0	0	0	0	0	0	2205
BF	BEECH TREE RESTAURANT	98	0	0	0	0	0	0	0	0	0	98
CAF	COCK AND FERRET	85	0	0	0	0	0	0	0	0	0	85
CR	CENTURY RESTAURANT	93	0	0	0	0	0	0	0	0	0	93
HA	HAIR COMPANY	204	0	0	0	0	0	0	0	0	0	204
HAI	HAIR COMPANY 2	926	446	60	0	0	0	0	0	0	0	1432
HAH	HARE AND HOUNDS	310	0	0	0	0	0	0	0	0	0	310
JD	JOBS DINER	370	0	0	0	0	0	0	0	0	0	370
KHB	KING HENRY THE EIGHT	432	0	0	0	0	0	0	0	0	0	432
KHM	KINGS HEAD HOTEL	60	0	0	0	0	0	0	0	0	0	60
ODR	OLD OAK RESTAURANT	12	125	0	0	0	0	0	0	0	0	137
PP	POLLYANNA'S PANTRY	115	0	0	0	0	0	0	0	0	0	115
<b>Total</b>		<b>4845</b>	<b>626</b>	<b>60</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5531</b>

### 2.2.3.19 Customer Analysis - Weekly

## Customer Analysis – Weekly

The **Customer Analysis – Weekly** report is a special report that analyses the sales for a week up to the date entered.

**Weekly Sales Analysis**

Customer Analysis - Weekly

Internet Connected

Week Ending: 10/01/2012

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**Customer Analysis - Weekly - 4/1/2012 to 10/1/2012**

A/c No	Van	Code	Grp	Inv No	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon
BS	-----	B104	1	100199	0	0	55	0	0	0	0	0.00	0.00	9.24	0.00	0.00	0.00
JD	-----	A129	1	100200	0	0	0	0	0	24	0	0.00	0.00	0.00	0.00	0.00	23.31
JD	-----	A129-T	1	100200	0	0	0	0	0	30	0	0.00	0.00	0.00	0.00	0.00	256.80
JD	-----	A129-T	1	100201	0	0	0	0	0	37	0	0.00	0.00	0.00	0.00	0.00	316.72
JD	-----	A132	1	100201	0	0	0	0	0	9	0	0.00	0.00	0.00	0.00	0.00	5.58
JD	-----	A129	1	100202	0	0	0	0	0	24	0	0.00	0.00	0.00	0.00	0.00	23.31
JD	-----	A129-T	1	100202	0	0	0	0	0	30	0	0.00	0.00	0.00	0.00	0.00	256.80
BS	-----	A124A	1	100203	0	0	0	0	0	15	0	0.00	0.00	0.00	0.00	0.00	21.26
BS	-----	A126	1	100203	0	0	0	0	0	150	0	0.00	0.00	0.00	0.00	0.00	138.60
BS	-----	A129	1	100203	0	0	0	0	0	1212	0	0.00	0.00	0.00	0.00	0.00	1177.15

This report lists the customer code followed by the van round then the product code, product group then invoice number. After this there are 7 columns, one for each day of the week giving quantities of product. Then there is another 7 columns giving the sales value for each day.

This report can be printed, if required, but an **export** .csv file is produced to allow this information to be viewed and edited in MS **Excel**.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	BS	-----	B104	1	100199	0	0	55	0	0	0	0	0	0	9.24	0	0	0	0	0
2	JD	-----	A129	1	100200	0	0	0	0	0	24	0	0	0	0	0	0	23.31	0	0
3	JD	-----	A129-T	1	100200	0	0	0	0	0	30	0	0	0	0	0	0	256.8	0	0
4	JD	-----	A129-T	1	100201	0	0	0	0	0	37	0	0	0	0	0	0	316.72	0	0
5	JD	-----	A132	1	100201	0	0	0	0	0	9	0	0	0	0	0	0	5.58	0	0
6	JD	-----	A129	1	100202	0	0	0	0	0	24	0	0	0	0	0	0	23.31	0	0
7	JD	-----	A129-T	1	100202	0	0	0	0	0	30	0	0	0	0	0	0	256.8	0	0
8	BS	-----	A124A	1	100203	0	0	0	0	0	15	0	0	0	0	0	0	21.26	0	0
9	BS	-----	A126	1	100203	0	0	0	0	0	150	0	0	0	0	0	0	136.6	0	0
10	BS	-----	A129	1	100203	0	0	0	0	0	1212	0	0	0	0	0	0	1177.15	0	0
11																				
12																				
13																				
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The file is called report.csv and is found in the c:\aws32 folder. Double-clicking it will open it in Excel as shown above.

### 2.2.3.20 Customer Analysis - Order Value

This report displays the value of the orders for each customer for a particular date.

Code	Customer	Value
BS	BLACK SWAN	34.37
CAF	COCK AND FERRET	9.96
CCS	CENTRAL CATERING SERVICES	112.49
HA	TEST COMPANY	44.31
HAL	TEST COMPANY 2	636.61
HAH	HARE AND HOUNDS	59.87
JD	JOES DINER	280.11
KHH	KINGS HEAD HOTEL	17.01
PP	POLLYANNAS PANTRY	24.70
Total		1219.43

### 2.2.3.21 Customer Analysis - Deliveries Value

This is exactly the same as the Orders Value report except that it lists orders that have actually been delivered or are in the process of being delivered.

### 2.2.3.22 Customer Analysis - Overdue Credit

This is the same as the Age-of Debt report in Mini-Accounts and shows a list of customers followed by their Balance, Current debt, < 60 days debt, < 90 debt and very old debt > 90 days. The

example below shows the heading though no customers are shown as none of them has debts.

Customer Credit

Customer Overdue Credit

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Report Completed

VERSION 5.1.1.5 01/01/2012

Customer Overdue Credit - Printed 10/1/2012

Code	Customer	Balance	Current	< 30 days	< 60 days	< 90 days	>90 days
------	----------	---------	---------	-----------	-----------	-----------	----------

### 2.2.3.23 Van Round Analysis

## Van Round Analysis

The **Van Round Analysis** report gives a **monthly breakdown** of **sales value** for each **van round**. This is very helpful in deciding whether a particular van round covers its costs.

Van Round Analysis

Van Round Analysis

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Print List

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Van Round Analysis - 10/1/2012 to 10/1/2012

VAN ROUND	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
Total	0	0	0	0	0	0	0	0	0	0	0	0	0

### 2.2.3.24 Customer Van Round List

## Customer Van Round List

This produces a list of customers showing Van Round name and Drop No. for each customer.

Code	Van Round	Drop No.	Customer
BS	VAN 1	001	BLACK SWAN
BTR	VAN 1	000	BIRCH TREE RESTAURANT
CAP	VAN 1	002	COCK AND FERRY
CCS		000	CENTRAL CATERING SERVICES
CR		000	CENTURY RESTAURANT
HA		000	TEST COMPANY
HAI		000	TEST COMPANY 2
HAH		000	HARE AND HOUNDS
MH9		000	KING HENRY THE EIGHTH
RHH		000	KINGS HEAD HOTEL
ODR		000	OLD OAK RESTAURANT
PP		000	POLLYANNAS PANTRY
SCH1	VAN 2	000	HARROGATE COUNCIL
SCH2	VAN 2	001	HARROGATE COUNCIL
STOCK		000	STOCK
SWC	VAN 1	003	SPINNING WHEEL CAFE
WGH		000	WILLIAM AND MARY HOTEL

If you wish to edit the Van Round or Drop number, click on the customer to be edited and the following screen will appear. If you wish to re-allocate a complete round, click the 'Re-allocate Vans' button.

**BLACK SWAN**

When you change the Van Round, the new round will be saved immediately. However, when you change the drop positions, by dragging the customers in the listbox to the required positions, you will need to click 'Apply' to save the new Drop numbers. If you click 'Cancel', the new Drop numbers will NOT be saved.

Add or Edit Van Rounds

Re-allocate Van Rounds

Select New Van Round from List

Van Round: VAN 1

Drop Number: 001

Apply Cancel

Drag customers up or down to put them in drop order.

000	BIRCH TREE RESTAURANT	10
001	BLACK SWAN	27
002	COCK AND FERRET	11
003	SPINNING WHEEL CAFE	2

You can change the Van Round by selecting the new Round from the dropdown list. The complete round will appear on the Listbox to the right where you can drag any customer to any new drop position as required. Click 'Apply' to save the new Drop numbers.

N.B. If you change the Van Round, this is saved immediately.

#### More:

[Adding a New Van Round](#)

[Re-allocating one or all Van Rounds.](#)

#### 2.2.3.24.1 Adding a New Van Round

## Adding a New Van Round

Click the '**Add or Edit Van Rounds**' button and you will get a list of all the existing Van Rounds.

**BLACK SWAN**

When you change the Van Round, the new round will be saved immediately. However, when you change the drop positions, by dragging the customers in the listbox to the required positions, you will need to click 'Apply' to save the new Drop numbers. If you click 'Cancel', the new Drop numbers will NOT be saved.

Select New Van Round from List

Van Round: VAN 1

Drop Number: 001

Buttons: Apply, Cancel

Drag customers up or down to put them in drop order.

000	BIRCH TREE RESTAURANT		10
001	BLACK SWAN	27	
002	COCK AND FERRET		11
003	SPINNING WHEEL CAFE		2

Buttons: Add or Edit Van Rounds

Edit Van Rounds

VanRound to Add or Edit

Buttons: Exit, Okay

Double-click Van Round in the list below to edit. Add new Round into box above and click Okay to add to the list.

- VAN 1
- VAN 2
- VAN 3
- VAN 4
- VAN 5

To add a new round, enter its name in the Edit box, and click '**Okay**'.

To Edit a round, double-click the round name in the Listbox and it will move to the Edit box. Make the changes required and then click '**Okay**' to return it to the List.

To delete a Van Round, double-click the round or rounds to be deleted. Do **not** click '**Okay**' but click '**Exit**' to save the changes and return to the the Drop screen.

#### 2.2.3.24.2 Re-allocating one or all Van Rounds.

## Re-allocating one or all Van Rounds.

Click the '**Re-allocate Van Rounds**' button and a complete list of customers will appear in a Listbox to the left.



**Edit Van Round and Drop Number**

Select Van Round, then double-click all customers in the left-hand box that are in that round. You can drag and drop them, in the right-hand box to the drop position required. Click 'Apply' to save. If you want to remove a customer from the list, double-click them in the right-hand listbox.

Select New Van Round from List

Van Round: VAN 1

Drop Number: 001

Cancel

Add or Edit Van Rounds

Drag customers up or down to put them in drop order.

BS	BLACK SWAN	27
BTR	BIRCH TREE RESTAURANT	10
CAF	COCK AND FERRET	11
CCS	CENTRAL CATERING SERVICES	30
CR	CENTURY RESTAURANT	14
HA	TEST COMPANY	31
HA1	TEST COMPANY 2	32
HAH	HARE AND HOUNDS	8
KH8	KING HENRY THE EIGHTH	18
KHH	KINGS HEAD HOTEL	9
OOR	OLD OAK RESTAURANT	19
PP	POLLYANNAS PANTRY	12
SCH1	HARROGATE COUNCIL	4
SCH2	HARROGATE COUNCIL	5
STOCK	STOCK	23
SWC	SPINNING WHEEL CAFE	2
WMH	WILLIAM AND MARY HOTEL	3

Select the Van Round name in the dropdown list and then double-click the customers in the left-hand listbox that are to go into that Van Round. As you double-click them they will move to the right-hand listbox, so if you double-click them in the Drop order, they will appear in the right-hand box in drop order.

To change the drop order, you can drag and drop customers in the right-hand box into a new drop position. To drag and drop, place the pointer over the customer to be moved, click and hold down the left mouse button and move the pointer to the new drop position. Release the mouse button and the customer will move to the new position.

**Edit Van Round and Drop Number**

Select Van Round, then double-click all customers in the left-hand box that are in that round. You can drag and drop them, in the right-hand box to the drop position required. Click 'Apply' to save. If you want to remove a customer from the list, double-click them in the right-hand listbox.

Select New Van Round from List

Van Round: VAN 3

Drop Number: 000

Apply Cancel

Add or Edit Van Rounds

Drag customers up or down to put them in drop order.

CCS	CENTRAL CATERING SERVICES	30	000	BLACK SWAN	27
CR	CENTURY RESTAURANT	14	001	BIRCH TREE RESTAURANT	10
HA	TEST COMPANY	31	002	COCK AND FERRET	11
HA1	TEST COMPANY 2	32	003	KING HENRY THE EIGHTH	18
KHH	KINGS HEAD HOTEL	9	004	HARE AND HOUNDS	8
OOR	OLD OAK RESTAURANT	19			
PP	POLLYANNAS PANTRY	12			
SCH1	HARROGATE COUNCIL	4			
SCH2	HARROGATE COUNCIL	5			
STOCK	STOCK	23			
SWC	SPINNING WHEEL CAFE	2			
WMH	WILLIAM AND MARY HOTEL	3			

To save the new Van Round, click the **'Apply'** button. You can then, either **'Cancel'** or select another round to re-allocate.

#### 2.2.3.25 Van Round List

### Van Round List

This produces a list of Van Rounds with Drop No. showing the customers on that round.

Van Round List

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Help

Van Round List as of 10/1/2012

Van Round	Drop No.	Customer
	000	CENTRAL CATERING SERVICES
	000	CENTURY RESTAURANT
	000	KINGS HEAD HOTEL
	000	OLD OAK RESTAURANT
	000	POLLYANNAS PANTRY
	000	STOCK
	000	TEST COMPANY
	000	TEST COMPANY 2
	000	WILLIAM AND MARY HOTEL
VAN 1	003	SPINNING WHEEL CAFE
VAN 2	000	HARROGATE COUNCIL
VAN 2	001	HARROGATE COUNCIL
VAN 3	000	BLACK SWAN
VAN 3	001	BEECH TREE RESTAURANT
VAN 3	002	COCK AND FERRET
VAN 3	003	KING HENRY THE EIGHTH
VAN 3	004	HARE AND HOUNDS

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### 2.2.3.26 Product Price/Cost Analysis

## Product Price/Cost Analysis

This is an interactive report that allows you to see the markup on any product relative to Price List 1 and to adjust the prices to give required markup.

Product Cost Analysis

Product Price/Cost Analysis

Customer Code: B5

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Help Click on any line to edit Prices

VERSION 5.1.1.5 01/01/2012

Product Price/Cost Analysis for BLACK SWAN at 10/1/2012

Grp	Code	Bar Code	Description	Pack Size	Cost	Price	Markup %
00	A120		LARGE W/M LOAF	1	0.1856	0.7500	404 %
00	A121		SMALL W/M LOAF	1	0.1097	0.6880	536 %
00	A121S		SMALL W/M SLICED	1	0.1388	0.6880	424 %
00	A122		LARGE W/M SLICED	1	0.1875	1.0200	544 %
00	A123			0	18.0407	0.0000	0 %
00	A124		LG WHITE SLICED	1	0.2033	1.0374	510 %
00	A124A		DOUBLE SLICED PACK	2	0.0000	1.4175	0 %
00	A125		LG WHI THICK SL	1	0.2033	1.0374	510 %
00	A126		LARGE BROWN LOAF	1	0.0311	0.9240	2971 %
00	A127		LG BROWN SLICED	1	0.0488	0.9450	1936 %
00	A128		LG BROWN THICK	1	0.0488	0.9410	1928 %
00	A129		GRAN LARGE	1	0.1942	0.9712	500 %
00	A129-T		TRAY GRAN LARGE	10	0.0000	8.9775	0 %
00	A130		GRAN LG SLICED	1	0.2119	0.9820	463 %
00	A131		GRAN LG THICK	1	0.2119	0.9799	462 %
00	A132		SMALL WHITE LOAF	1	0.1210	0.6199	512 %
00	A133		SH WHI SLICED	1	0.1388	0.6303	454 %
00	A134		SH WHI THICK	1	0.1388	0.6251	450 %
00	A135		SMALL BROWN LOAF	1	0.0056	0.6407	11441 %
00	A136		SH BROWN SLICED	1	0.0234	0.6459	2766 %
00	A137		SH BROWN THICK	1	0.0234	0.6449	2756 %
00	A138		SMALL GRAN LOAF	1	0.0056	0.6512	11629 %
00	A139		SH GRAN SLICED	1	0.0233	0.6564	2817 %
00	A140		SH GRAN THICK	1	0.0233	0.6554	2813 %
00	B101		BROWN COB LG	1	0.0061	0.2205	3615 %
00	B102		GRAN COB LG	1	0.0312	0.2310	740 %
00	B103		WHITE COB SH	1	0.0204	0.1575	772 %
00	H001		BEST HAM	1	3.2000	5.3000	166 %
00	M350		WHITE DOUGH MIX	1	17.2780	0.0000	0 %
00	M351		BROWN DOUGH MIX	1	2.3436	0.0000	0 %
00	M352		GRAN DOUGH MIX	1	18.6561	0.0000	0 %
00	M353		WHITE COB MIX	1	17.4680	0.0000	0 %
00	M354		BROWN COB MIX	1	2.5542	0.0000	0 %
00	M355		GRAN COB MIX	1	18.9247	0.0000	0 %

This list shows the cost and Price List 1 and markup of each product as set at present. Click on any product to edit the prices and this screen will appear.

**Price Calculator**

A120 LARGE W/M LOAF

**Cost Price £ 0.1856**

SP List 1	0.7498	Markup	404
SP List 2	0.7498	Markup	404
SP List 3	0.7498	Markup	404
SP List 4	0.5252	Markup	283
SP List 5	0.7498	Markup	404

Cancel Apply

If you now set the desired markup against any of the price lists, the required selling price will appear in the SP box for that list price. You can do this for each Price List as required. The Cost Price is shown above the selling prices.

**N.B. You must have all ingredients priced correctly and all recipes entered for this to give results.**

Click 'Apply' to save the new prices or click 'Cancel' to leave the prices unchanged.

### 2.2.3.27 Delivery Report

This report lists the invoices and shows the deliveries that were included in each invoice, the value of each delivery, the date of the invoice and the order type.

**Delivery Analysis**

Delivery Report: [v] Customer Code: [ ] From: 01/12/2011 To: 10/01/2012

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**Delivery Report - 1/12/2011 to 10/1/2012**

Invoice No.	Delivery No.	Value	Invoice Date	Order No.
100153	100652	2.01	3 /12/2011	ADVANCE
	100665	1.77		
100154	100666	1.77	3 /12/2011	
100155	100667	1.77	3 /12/2011	
100156	100668	1.77	3 /12/2011	
100157	100653	2.81	2 /12/2011	ADVANCE
100158	100607	1.76	3 /12/2011	STANDING
	100618	1.76		
	100628	1.76		
	100640	1.76		
	100654	1.76		
100159	100608	2.01	3 /12/2011	STANDING
	100619	2.01		
	100629	2.01		
	100641	0.59		
	100655	2.01		
100160	100646	1.26	3 /12/2011	STANDING
	100660	1.26		
100161	100649	3.09	3 /12/2011	STANDING
	100663	4.51		
100162	100642	15.47	3 /12/2011	STANDING
	100656	15.47		
100163	100630	2.55	3 /12/2011	ADVANCE

### 2.2.3.28 Not Invoiced

This report shows the deliveries that have taken place but have not been invoiced.

Not Invoiced

Not Invoiced

Internet Connected

☐ Print in Colour

[Help](#)

**Not Invoiced - Printed 10/1/2012**

Del No.	Date	Ord No.
100727	09/01/2012	STANDING
100728	09/01/2012	STANDING
100729	09/01/2012	STANDING
100730	09/01/2012	STANDING
100731	09/01/2012	STANDING
100732	09/01/2012	STANDING
100734	09/01/2012	STANDING
100735	09/01/2012	STANDING
100736	09/01/2012	STANDING
100737	09/01/2012	STANDING

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### 2.2.3.29 Predict Sales

It is possible to predict sales for a future order. This can be done by using the Standing Orders as a basis, or the order history. You can decide this by clicking the appropriate tickbox at the top. Set the date of the order to be predicted in the date box.

Not Invoiced

Predict Sales

Internet Connected

[Set Parameters](#)

☒ Use Standing Orders ☐ Use Order History

☐ Print in Colour

[Help](#)

Date: 11/01/2012

**Predict Sales - from S/O for 11/1/2012**

CODE	PRODUCT DESCRIPTION	QTY
A121	SMALL W/M LOAF	6
A121S	SMALL W/M SLICED	12
A122	LARGE W/M SLICED	5
A124A	DOUBLE SLICED PACK	3
A126	LARGE BROWN LOAF	7
A127	LG BROWN SLICED	5
A128	LG BROWN THICK	6
A129	GRAN LARGE	7
A129-T	TRAY GRAN LARGE	1
A130	GRAN LG SLICED	5
A132	SMALL WHITE LOAF	7
A135	SMALL BROWN LOAF	6
A138	SMALL GRAN LOAF	12
A140	SM GRAN THICK	1
B100	WHITE COB LG	50
B101	BROWN COB LG	50
B102	GRAN COB LG	20
B334	WHITE COBS 6 PACK	12
B335	BROWN COBS 6 PACK	12
B336	GRAN COBS 6 PACK	12
B337	WHITE COBS SM 12 PK	5
B338	BROWN COBS SM 12 PK	6
B339	GRAN COBS SM 12 PK	3
C100	PORK PIE LARGE	12

E-Mail Data Cancel Print List Back

VERSION 5.1.1.5 01/01/2012

### 2.2.3.30 Group Check Box

## Group Check Box

There is a check box labelled 'Group'. If this is checked, all orders will be assigned to the head office if this is different from the customer that took the delivery. Otherwise, the sales will be assigned to the individual customer codes.

### 2.2.3.31 Setting Dates

## Setting Dates

Click the dropdown box against the date to be set. This brings up a calendar for the current month with today's date ringed. Click the date you want to select. If a different month is required, use the forward or back arrows to step through the months to the one required before clicking the actual date.

You can also click on the month and then select the month you require from the dropdown list. You can change the year by clicking on the year and then clicking the up or down arrows to select the year.

### 2.2.3.32 New Reports

## New Reports

New reports will be added from time to time as experience shows them necessary.

**If you have a specific report requirement, we can design one specially to your needs. There will be a small charge for this work depending upon its general appeal and the extent of the work required. Small changes, or additions of general usefulness, may be done free of charge.**

### 2.2.3.33 Exporting reports to Excel

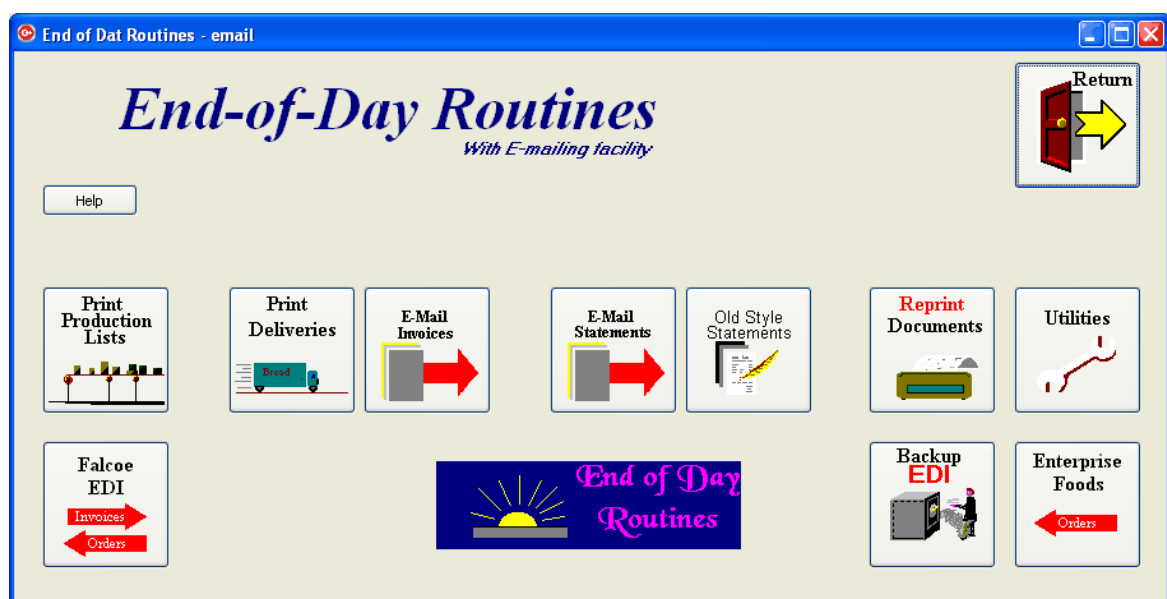
Most of the tabulated reports will automatically produce an export file, c:\aws\report.csv, when they are run. This can be imported into Excel for analysis etc.

**N.B. The report should either be renamed or copied to another folder before a new report is run as each report will overwrite the previous export file.**

The report will appear in the c:\aws folder of the computer on which the report is run.

## 2.3 End-of-Day Routines

These are procedures usually carried out at the end of each day prior to baking.



The options in this section are :-

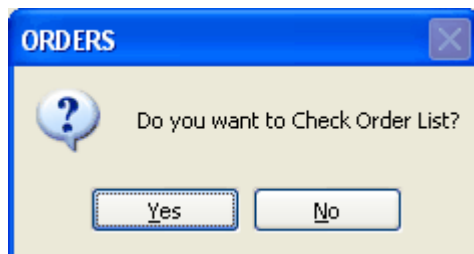
1. **Print Production Lists** - This allows you to print all the relevant lists for production and van loading that you require. Lists can also be emailed to the production unit if required. NB. Printing of production lists should be done **before** printing of delivery notes as the data is taken from the undelivered orders list.
2. **Print Deliveries** - After printing your production lists you should print the delivery notes as these will be required with the orders on the vans.
3. **Print/Email invoices** - Invoices are usually printed once a week but can be printed more often as required. You can also email invoices to customers with emailing facilities.
4. **Print/Email Statements** - This is the same as the statements section in the mini-accounts and allows statements to be printed and/or emailed to your customers.
5. **Old Style Statements** - For compatibility with previous versions of Wholesaler, we have included this sections which will display the outstanding unpaid invoices only.
6. **Reprint Documents** - It is sometimes necessary to reprint an old invoice or delivery note and this can be done from this section. The document can also be emailed.
7. **Utilities** - This section allows you to set up the emailing parameters.
8. **Falcoe EDI** - This section is used for customers requiring invoices to be sent via EDI using Falcoe facilities.
9. **Enterprise Foods** - Enterprise foods customers are invoiced using the standard invoicing section though orders can be imported via this section.
10. **Backup EDI** - After sending the EDI files to Falcoe or Enterprise Foods, the files must be removed from the EDI sub-folder. This is done by clicking the 'Backup EDI' button. It will archive the files into a zip file in the EDIBack sub-folder before deleting the originals.

### 2.3.1 Printing/emailing Production Lists

As soon as all orders are in and entered, the production lists can be printed.



**NB make sure that all orders are in and that no orders are being edited before printing production lists. If an order is being edited while Production Lists are being printed, the order being edited will not appear on the Production lists.**

Click the 'Print Production Lists' button and a message box will appear :-



It is always best to check the Order List to make sure that there is an order for each customer.

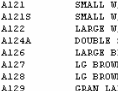

**Check Current Orders**

CODE	COMPANY	Thursday	Friday	Saturday
BS	BLACK SWAN	YES	NO ORDER	NO ORDER
BTR	BIRCH TREE RESTAURANT	YES	NO ORDER	NO ORDER
CAF	COCK AND FERRET	YES	NO ORDER	NO ORDER
CCS	CENTRAL CATERING SERVICES	NO ORDER	NO ORDER	NO ORDER
CR	CENTURY RESTAURANT	YES	NO ORDER	NO ORDER
HA	TEST COMPANY	YES	NO ORDER	NO ORDER
HA1	TEST COMPANY 2	YES	NO ORDER	NO ORDER
HAH	HARE AND HOUNDS	YES	NO ORDER	NO ORDER
JD	JOES DINER	YES	NO ORDER	NO ORDER
KH8	KING HENRY THE EIGHTH	YES	NO ORDER	NO ORDER
KHH	KINGS HEAD HOTEL	YES	NO ORDER	NO ORDER
OOR	OLD OAK RESTAURANT	YES	NO ORDER	NO ORDER
PF	POLLANNAS PANTRY	YES	NO ORDER	NO ORDER
SCH1	HARROGATE COUNCIL	NO ORDER	NO ORDER	NO ORDER
SCH2	HARROGATE COUNCIL	NO ORDER	NO ORDER	NO ORDER
STOCK	STOCK	NO ORDER	NO ORDER	NO ORDER
SWC	SPINNING WHEEL CAFE	NO ORDER	NO ORDER	NO ORDER
WMH	WILLIAM AND MARY HOTEL	NO ORDER	NO ORDER	NO ORDER
Total		12	0	0

This can be printed out for checking, if required, by clicking the 'Print List' button. Click return to continue with the Production Lists.

**Print Production Lists**

A121	SMALL W/M LOAF	11
A1218	SMALL W/M SLICED	12
A122	LARGE W/M SLICED	5
A124A	DOUBLE SLICED PACK	45
A126	LARGE BROWN LOAF	21
A127	LG BROWN SLICED	10
A128	LG BROWN THICK	20
A129	GRAM LARGE	93
A129-T	TRAY GRAM LARGE	87
A130	GRAM LG SLICED	5
A132	SMALL WHITE LOAF	53
A135	SMALL BROWN LOAF	63
A138	SMALL GRAM LOAF	19
A140	SM GRAM THICK	8
B100	WHITE COB LG	50
B101	BROWN COB LG	50
B102	GRAM COB LG	20
B334	WHITE COBS 6 PACK	18
B335	BROWN COBS 6 PACK	24
B336	GRAM COBS 6 PACK	19
B337	WHITE COBS SM 12 PK	5
B338	BROWN COBS SM 12 PK	6
B339	GRAM COBS SM 12 PK	3
C100	PORK PIE LARGE	12

☐ Email report

**Set Groups and Deliveries and/or Date, then click 'Load'**

Deliveries: 2/2/2012

☒ Thursday

☐ AM ☐ PM ☐ D3 ☐ D4

☒ All Deliveries

Include Groups: ☐ Group 0 ☐ Group 1 ☐ Group 2 ☐ Group 3

☒ All Groups

**f12 1**  
**(D10) INGREDIENTS LIST for THUR 2/2/2012 printed on 1/2/2012 at 10:16**  
**f10 1**

CODE	DESCRIPTION	QTY	UNITS	STOCK	COST
A1121	FLOUR WHITE	38.625	kg	31849	13.2771
A1122	FLOUR BROWN	39.792*	kg	-120	0.4725
A1123	FLOUR GRAM	55.082	kg	29783	20.6214
A2213	PORK PIE LG	12*	Unit	-20	4.2000
B3141	YEAST	3.559*	kg	4	2.3175
C1132	MILK	4.624	Litre	192	0.1468
C3346	WATER	84.375*	Litre	-322	0.4218
E3324	SALT	2.500	kg	15	0.6272
E3350	IMPROVER	1.160*	kg	-5	1.8849
F1000	PLASTIC WRAP	55*	Unit	-10404	0.8662
F1100	BOX TYPE 1	61*	Unit	-4876	7.3200
F1200	BOX TYPE 2	14*	Unit	-3240	1.9609
Z1133	ELECTRICITY	1.286	Unit	-233	0.0772
Z1134	MAN-HOURS	1.349	Unit	-135	5.0932
Z1135	SLICING	60	Unit	-11645	0.1200

Total cost = £ 59.41  
 Total Sales = £ 1202.16

If you want to print the production lists for another delivery day, click 'Set Date' and select the day you require. You can also select the individual delivery, if there is more than one delivery that day. You can also limit the lists to a single product group, if required, by using the tickboxes above the green box.

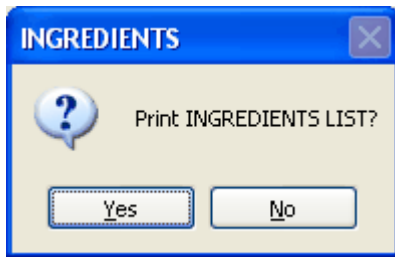
The full production list is shown on the left in the white listbox. The ingredient list is shown in the green listbox. **NB the ingredients will only be shown if you have created recipes for the products.** You can see from the Ingredient List if you are short of any of the ingredients, as it also shows the current stock levels.

### Printing the Lists

Click 'Print List' to start the printing routines. Before each list is printed, you are given the option to



print or not to print. You can also set which lists you want to print in the Utilities/Preferences section, then only those will pop up for you to select.

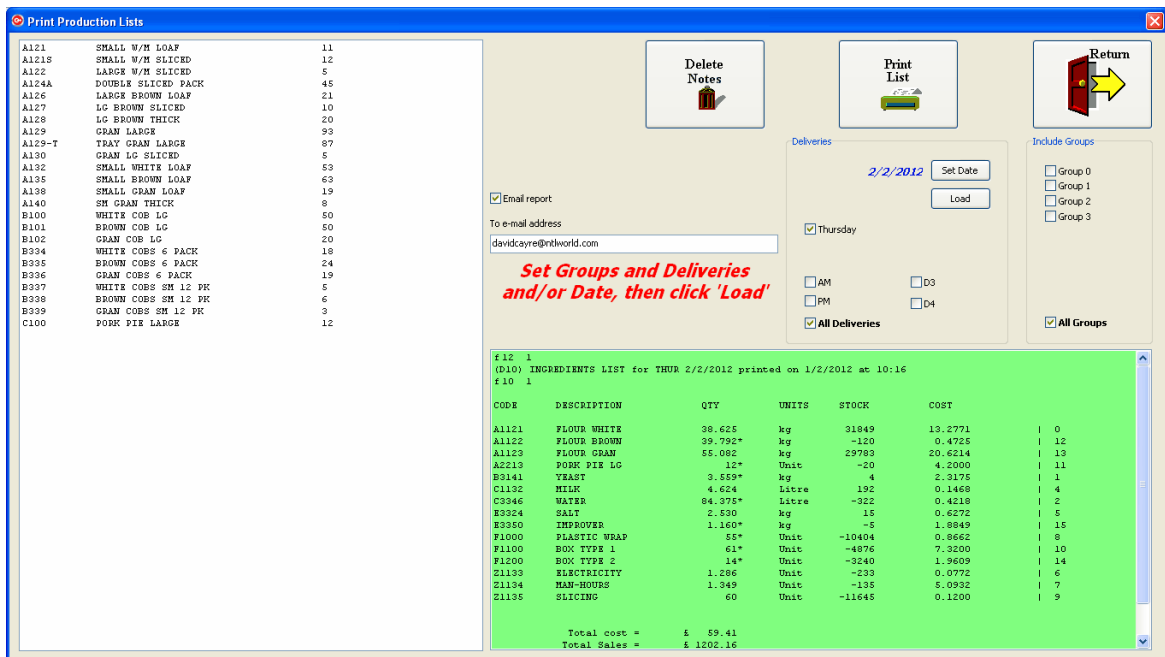


Click 'Yes' to print the Ingredient List or 'No' to skip this one and move on to the next option.

**N.B.** The options for list printing will depend on the items ticked in Utilities/Preferences. If an item is not ticked, it will not appear as a printing option.

## Emailing Lists

If you wish to email a copy of the lists to the bakery, or another office, you can do this by ticking the 'Email Report' tickbox.



Enter the email address, to which the report should be sent, in the edit box that appears when you tick the option. After you have printed the reports a copy will be emailed to that address.

### 2.3.2 Printing Delivery Notes

After printing your production lists, you can then print the delivery notes. This will also remove the orders from the order list and move them to the deliveries list, so if you need to edit any of them after printing the delivery notes, this must be done in the 'Edit Deliveries' section under 'Order Processing'.

Order No	Customer	Delivery Date
000	CR CENTURY RESTAURANT	14
000	HA TEST COMPANY	31
000	HA1 TEST COMPANY 2	32
000	JD JOES DINER	1
000	KHH KINGS HEAD HOTEL	9
000	OOR OLD OAK RESTAURANT	19
000	PP POLLYANNAS PANTRY	12
000	RS BLACK SWAN	27
VAN 3 001	BTR BIRCH TREE RESTAURANT	10
VAN 3 002	CAF COCK AND FERRET	11
VAN 3 003	KHB KING HENRY THE EIGHTH	18
VAN 3 004	HAH HARE AND HOUNDS	8

Set Date for Deliveries to be printed  
**2/2/2012**

Set Selection Parameters

☒ List in order of Van Round  
☐ List in order of Customer

Convert and Print Delivery Notes

**Convert Orders to Deliveries and print Delivery Notes if required.**

☒ Convert and Print Deliveries  
☐ Convert but NOT Print Deliveries

Select Deliveries to print

☐ AM  
☐ PM  
☐ D3  
☐ D4  
☒ ALL

Enter Notes to be added to ALL Delivery Notes

This screen will come up with the default next delivery date. If, however, you wish to print deliveries for a different date, you will have to change the date to the one required. A list of customers with orders for delivery on that date will appear in the yellow box. This is in Van Round order, but you can change this to Customer order by ticking the appropriate box.

## Print Delivery Note for Just One Customer

If you want to print the delivery note for just one customer, select the customer, in the list, by single clicking on them.  
Click 'Apply' to print the delivery note.

## Print Delivery notes for several Customers

Select the first customer from the list by single clicking it. Then, while holding down the Ctrl key, click each of the other customers you want to print delivery notes for. All the customers you have selected will be highlighted.  
Click 'Apply' to start the printing.

## Print Delivery notes for all Customers

Simply click 'Apply' without selecting any customers and delivery notes will be printed for all customers in the list.

## Convert without Printing

When the delivery notes are printed, the orders are converted from Order status to Delivery status, so if you do not wish to actually print delivery notes, you must convert without printing so that the deliveries are available for invoicing. To do this, tick the tickbox labelled 'Convert but NOT print deliveries' before clicking 'Apply'.

A message box will appear before any of the above operations for you to confirm that you want to go ahead with the selected operation.

**After Conversion and/or printing of delivery notes, these orders will be available for invoicing.**

### 2.3.3 Printing/emailing Invoices

At the end of the week (usually) you will want to invoice all the deliveries that have occurred up to the invoice date. These can be printed and/or emailed to the customers.

Set the date of the last delivery that is to be included in the invoice.

Set the date of the invoice. This doesn't need to be the same as the date of the last delivery, but usually is.

A list of customers with deliveries to be invoiced will appear in the yellow box. You can print all or just a selected one or two customers. See 'Printing Delivery Notes' for details on selection of a small group of customers for processing.

The customer list can be restricted to only include the monthly customers by ticking the appropriate box. However, most companies invoice more regularly. If a customer is set as weekly, they can be invoiced more often than that, if required.

## Print Only

Tick the 'Print Only' tickbox if you only want to print invoices and not email any of them.

## Print and Email

Tick this option if you want to print all invoices, but also to email to those customers with an email address in the customer record.

## Email Only

This is probably the most useful option. It will email the invoice to each customer with an email address in the customer record, but will print the invoice if there is no email address.

## Print a copy Invoice

Tick this option if you require a copy to keep in your records. This will therefore print two copies if the customer has no email address, but only one copy if the invoice is emailed.

## Save a pdf File

You can save a copy of the invoice in pdf form to reduce paper usage for your records. To do this tick the 'Save pdf File' tickbox.

Enter the path to the folder where you wish to save your records. You can click the browse button to find the folder. Now when you print an invoice a copy will be saved in the records folder.

## Email Message

The invoice is emailed as a pdf attachment to the invoice, so you need to enter the message that will appear in the body of the email. You can enter this text into the box at the bottom of the screen. After sending the invoices, this message will be saved to be used next time you do an invoice run.

### 2.3.4 Printing/emailing Statements

You can also view, print and/or email a statement to customers.

**Email/Print Statements**

BS	BLACK SWAN	NETHER POPPLETON	66.19
CAF	COCK AND FERRET	GLASSHOUSES	71.71
CCS	CENTRAL CATERING SERVICES	RIPON	452.77
HA	TEST COMPANY	KNARESBOROUGH	264.03
HA1	TEST COMPANY 2	HARROGATE	3838.28
HAH	HARE AND HOUNDS	TADCASTER	359.24
JD	JOBS DINER	SOUTH STAINLEY	281.36
KHH	KINGS HEAD HOTEL	SPOFFORTH	102.06
PP	FOLLYANNAS PANTRY	RIPON	148.16

**Apply**

Double-click any customer to display Statement, or select Customers for whom you want statements printed/emailed and click 'Apply'. To send to ALL Customer, do not select any, but just click 'Apply'. When you have displayed a single statement, you can Print/email it by clicking 'Apply'.

☐ Load All

**Set Selection Parameters**  
Email Customers are those with an email address entered into the Customer Database.

☐ Print Only (This will not email Statements.)  
☐ Print and email (Print all Statements and email to email customers as well.)  
☒ email Only (Print non-email invoices)  
 (This option will print non-email Statements and not email them. Email Statements will be emailed but not printed.)

☐ Print an extra copy

**Enter or Edit the e-mail message below**

Here is a copy of your current statements.  
Please note that our payment terms are nett monthly.

Best regards,  
A N Other  
Credit Controller

A list of the customers owing money will appear in the yellow box. If you wish to include all customers in the box, even if they do not owe money, you can tick 'Load All' to display them.

## View a single Statement

Double-click the customer whose statement you wish to view.

**Email/Print Statements**

*BLACK SWAN*

Date	Inv No	Debit	Credit	Type	Batch	Total
	B/F		2546.53			
01/01/2012	100175	263.45		INVOICE		263.45
03/01/2012	100175		100.00	CHEQUE	000033	163.45
03/01/2012	100187	26.09		INVOICE		189.54
03/01/2012	100187		26.09	CHEQUE	000033	163.45
03/01/2012	100198	26.83		INVOICE		190.28
05/01/2012	100199	9.24		INVOICE		199.52
06/01/2012	100203	1002.77		INVOICE		1202.29
07/01/2012	100175		163.45	CHEQUE	000033	1038.84
07/01/2012	100198		26.83	CHEQUE	000033	1012.01
07/01/2012	100199		9.24	CHEQUE	000033	1002.77
13/01/2012	100205	1005.85		INVOICE		2008.62
24/01/2012	100216	26.29		INVOICE		2034.91
26/01/2012	100203		1002.77	CHEQUE	000033	1032.14
26/01/2012	100205		1005.85	CHEQUE	000033	26.29
26/01/2012	100219	39.90		INVOICE		66.19
	<b>Total</b>	<b>2400.42</b>	<b>2334.23</b>	<b>Balance</b>		<b>66.19</b>

**Apply** **Cancel**

Double-click any customer to display Statement, or select Customers for whom you want statements printed/emailed and click 'Apply'. To send to ALL Customer, do not select any, but just click 'Apply'. When you have displayed a single statement, you can Print/email it by clicking 'Apply'.

☐ Load All

**Set Selection Parameters**  
Email Customers are those with an email address entered into the Customer Database.

☐ Print Only (This will not email Statements.)  
☐ Print and email (Print all Statements and email to email customers as well.)  
☒ email Only (Print non-email invoices)  
 (This option will print non-email Statements and not email them. Email Statements will be emailed but not printed.)

☐ Print an extra copy

**Enter or Edit the e-mail message below**

Here is a copy of your current statements.  
Please note that our payment terms are nett monthly.

Best regards,  
A N Other  
Credit Controller

You can print or email this statement in the same way as the invoices with the same printing/emailing options. You can also print a second copy if required. You also need to enter an email message in the box at the bottom right.

A fuller description is given under finance/mini-Accounts/Statements.

### 2.3.5 Reprinting/emailing Documents

When delivery notes, credit notes and invoices are printed and/or emailed a copy of the document is stored in a zip file in the `wsaler\archive` folder. There is a zip file for each month and these records can be retrieved using this section.

## Set Dates

You can set the start and end date of the period you want to cover by clicking the 'Set Start Date' and 'Set End Date' buttons and then clicking the date you require.

Click on the Month to change the month from the dropdown list, or click on the year to change the year.  
Double-click on the date to select that date.

If you wish to search dates from the start of use of Wholesaler to the present date, leave as set. The default is no selected start date and tomorrow's date for the end date.

## Selecting the Type of Document

You can display a list of invoices, delivery notes or credit notes by ticking to corresponding tickbox. Double-click the customer in the left-hand listbox to search for records for that customer.

**Reprint Documents**

Set Dates between which records are listed

Set Start Date: 28/07/2012 Set end Date

Enter Invoice/Del Note Data

Inv/Del Number: Date Find Document

☐ Email Document  
☐ Do NOT Print  
☒ Invoices  
☐ Deliveries  
☐ Credits  
☐ Include Archives  
☐ Reconstitute Document

Apply Cancel Return

If you wish to e-mail documents to customers, first tick the Email box. Select Invoices or Deliveries as required. You can then double-click a customer and then double-click the required document, or you can enter the document number and date, above and click 'Find Document'. If the document cannot be found, you will be given a list of archive files whose number is made up of the month and year, such as ARmmyyyy.zip. Double-click the required file and its contents will be displayed in the list box. Double-click the document to reprint. You will first see the document displayed on the screen, and if this is correct, click 'Print', otherwise click 'OK' to return to the options.

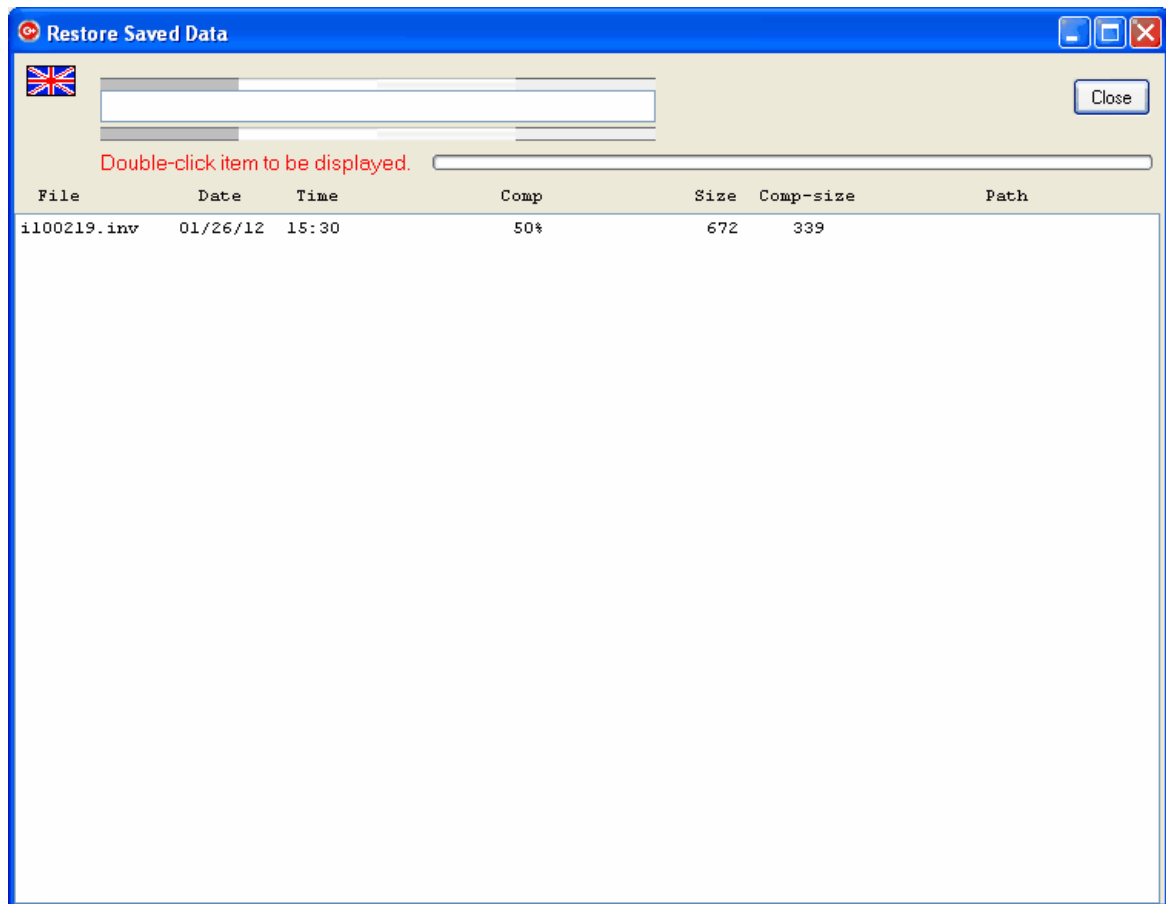
E-mail message. Edit as required.

Please find attached your invoice  
Thanks

AG	AG CATERING	255740	19/5/2012	INV	AR052012
AAA	CASH SALES	255832	26/5/2012	INV	AR052012
AJS	AJS FRUIT AND VEG	255974	2/6/2012	INV	AR062012
AMPR	AMPHILL RUGBY CLUB	256079	9/6/2012	INV	AR062012
AMPT	AMPHILL TOWN COUNCIL	256168	16/6/2012	INV	AR062012
ANNI	ANNIES SANDWICH BAR	256261	23/6/2012	INV	AR062012
APPLE	APPLE AND PEARS	256376	30/6/2012	INV	AR062012
BUCK	SUBURGENT FINE FOODS	256426	12/7/2012	INV	AR072012
AUTO	AUTOGLAS	256437	12/7/2012	INV	AR072012
BARR	APOLLO SHEETERS LTD				
BEAL	BEALES COFFEE SHOP				
BEDA	BEDFORD ARMS				
BEDF	BEDFORD COLLEGE				
BEDS	BEDS COUNTY COUNCIL				
BEDS1	EARLY INTERVENTION PARENTING SERVICES				
BEDS2	SUPPORTING PEOPLE SERVICES				
BEDS	BEDFORD HOMES				
BESR	BEALES STAFF RESTAURANT				
BEST	BEST BAKERY				
BESK	BEALES EXTRA				
BIRC	THE BIRCH AT WOBURN				
BLAC2	THE BLACK HORSE AT IRELAND				
BLACC	BLACK HORSE - CASH ACCOUNT				
BLACK	THE BLACK HORSE				
BONY	BON VIVANT				
BRICK	LITTLE BRICKHILL STORE				
BROW	BROWNS OF STAGSDEN				
BSC1	BEDFORD SANDWICH CO				
BUDG	BUDGENS - BROMHAM				
BUDG1	BUDGENS - STONY STRATFORD				
BUDG2	BUDGENS CRAWFIELD				
BUDG3	BUDGENS - BEDGROVE				
BUDG4	BUDGENS BEDGROVE				
BULL	THE BULL				
CAFE	THE CAFE BOOK SHOP				
CAFE	THE CAFE PACIFIC				
CAMP	CAMPWELL CAFE				
CHEQ	THE CHEQUERS				
CLUB	THE SOCIAL CLUB				

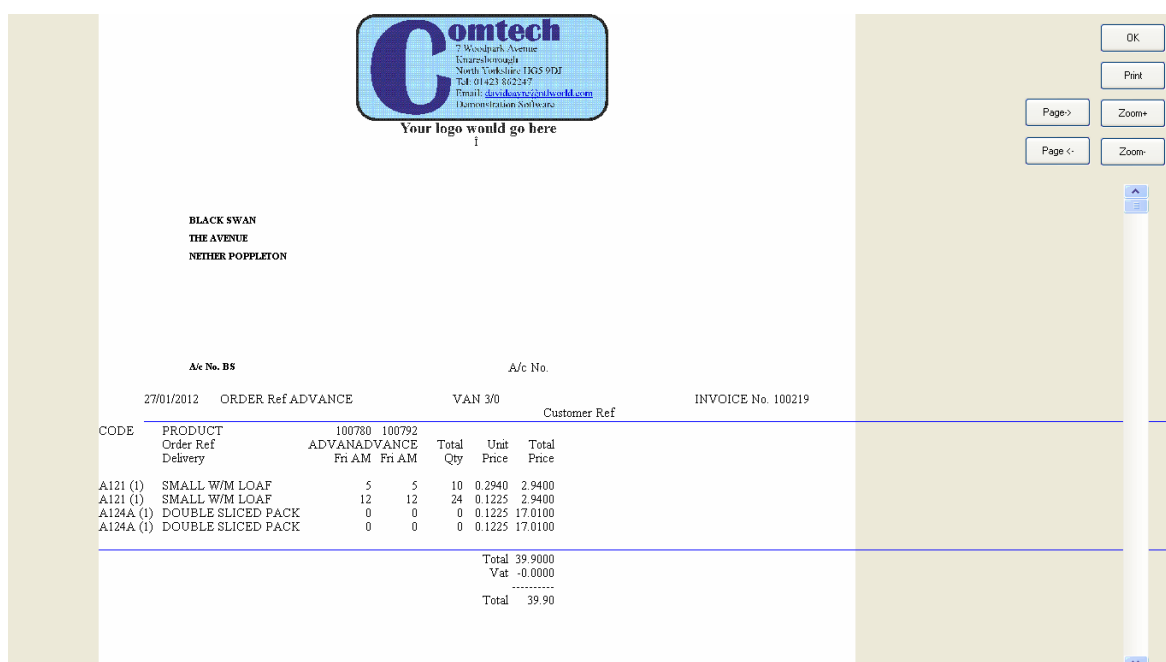
This displays a list of documents of the type selected. The example above shows a list of invoices, displaying the invoice number followed by the date, the document type 'INV' and the archive zip file name. If the document has already been archived you can tick the 'Include Archives' tickbox to display all the archived documents.

If you know the invoice number or the date, then double-click the document that has these features. This will then start a search of the zip file for the document selected.



If the document is not found, this screen will be empty. This may be because your computer has blocked the creation of the zip file, or it has been put in an adjacent month's zip file, possibly due to the document being created at the very end of the month. If this happens, the programme will reconstitute the document from the database information. You can force this by ticking the 'Reconstitute Document' tickbox.

If the document is found the screen above will be displayed for a second or two before it displays the contents of the document.





You can print this by clicking the Print button, or return to the selection screen by clicking 'OK'.

## Direct Search

If you know the date of the document and the invoice number, you can enter these at the top of the screen in the block headed Enter invoice/delivery note data. The click 'Find Document'. If the document is found it will be displayed.

## Emailing the document

If you wish to email the document to the customer, tick the 'Email Document' tickbox' and when you click 'Print', after finding the document and displaying it, it will also be emailed. For this to happen, the customer must have an email address entered in their record in 'Customer Maintenance'.

If you do not wish it to also print the document, you should tick the 'Do Not Print' tickbox.

### 2.3.6 Utilities

These are extra utilities for setting the email parameters.

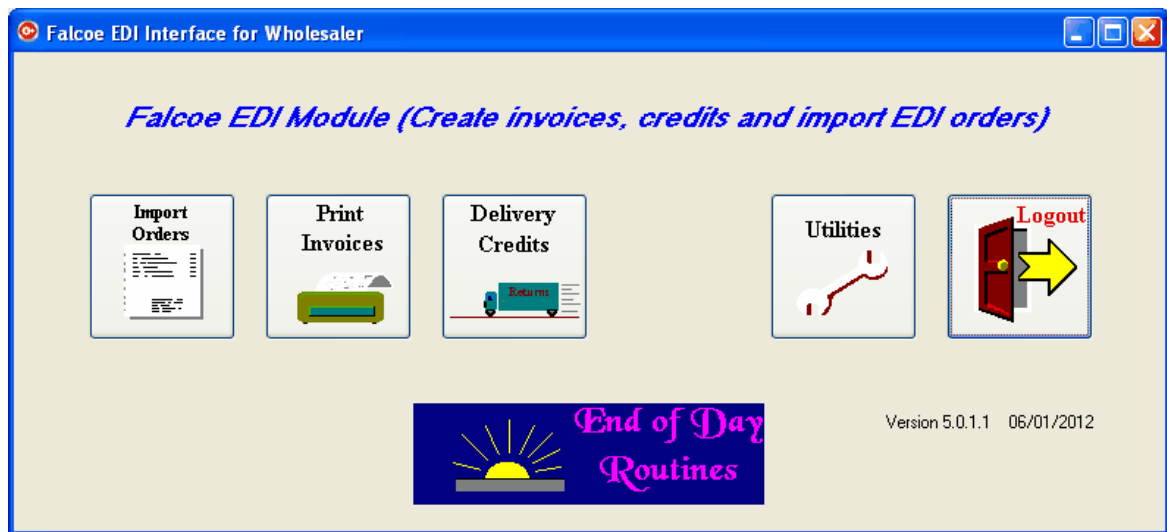
To make life easier for you, we have set up some default parameters which you can use. These include the details of our own Email Host which we know will work without any problems. Some email hosts will block certain types of email attachment, which can be a problem.

## Customising the Settings

The only thing you need to do is to enter your own email address, for return emails in the box labelled 'From Address' and the name of the person authorising the email in the box labelled 'From Name'.

### 2.3.7 Falcoe

Click this button to open the Falcoe End-of-Day section. NB. this requires a contract with Falcoe for transmission of EDI data to and from one or more of your customers.

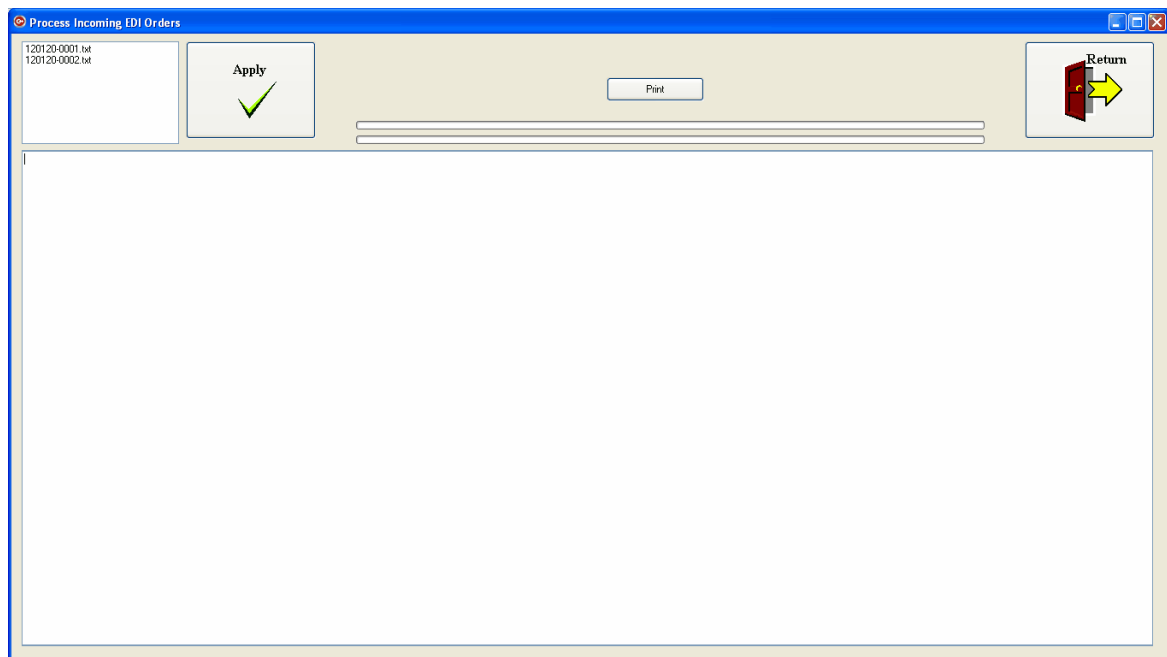


This allows you to import EDI orders and send EDI invoices and credits via the Falcoe network.

### 2.3.7.1 Import Falcoe Orders

## Import Orders

Orders sent via Falcoe in EDI format must be downloaded into the c:\wsaler\orders folder. They will then appear in the orders box at the top left of the Orders window.



Click **Apply** to import the orders into the Wholesaler database. Once imported, the order files are moved to the **Old** folder. If, for any reason, you need to re-import the orders, you can move the order file back into the Orders folder and re-import.

**Printing the orders** - the contents of the Order file is listed in the large listbox and can be printed out for checking by clicking the **Print** button.

### 2.3.7.2 Print/Export EDI Invoices

## Print Invoices

This allows Invoices to be printed and an EDI export file to be created for sending via Falcoe.

You can tick the appropriate tickbox to allow the invoices to either be printed or not, as required. The export file will be created regardless.

**N.B. The Falcoe tickbox must be ticked on each of the customer records that are dealt with via Falcoe.**

Either select the customers to be invoiced, or leave them all unselected if you want to invoice all of them.

**Set Date** - for the latest delivery to be included in the Invoice. Click **Apply** to run the invoices.

### 2.3.7.3 Delivery Credits

## Delivery Credits

If Credit notes have to be created due to corrections to deliveries that were not picked up before the order was invoiced it must be done through the Falcoe section if the invoices are handled by Falcoe.

**Delivery Credits**

### Stock Returns

[Back](#)

---

**Invoice Data**

Customer Code	<input type="text"/>	Company	<input type="text"/>	Delivery Number	<input type="text"/>
Product Code	<input type="text"/>	Product	<input type="text"/>	Invoice Number	<input type="text"/>
Quantity	<input type="text"/>	<input type="checkbox"/> Enter Returns	<input type="checkbox"/> Full Invoice	<input type="checkbox"/> Print hard copy	Selling Price <input type="text"/>

---

CODE	COMPANY
W101	WILSDEN CO-OP
W102	ALLERTON CO-OP
W103	DENHOLME CO-OP
W104	THORNTON CO-OP
W105	DUCKWORTH LANE CO-OP
W106	SALTAIRE CO-OP
W107	OXENHOPE CO-OP
W108	HEIGHTS LANE CO-OP
W109	CULLINGWORTH COOP
W110	MYTHOLMROYD CO OP

This will show a list of the customers who are invoiced via Falcoe EDI. Double-click the customer to be credited. This will then give you a list of the invoices that have been raised.

[illegible]

Double-click the invoice you wish to credit. This will then give you a list of the deliveries.

**Delivery Credits**

**Stock Returns**

**Back**

Invoice Data

Customer Code: W101 Company: WILSDEN CO-OP Delivery Number:

Product Code:  Product:  Invoice Number: 175178

Quantity:  ☐ Enter Returns ☐ Full Invoice ☐ Print hard copy Selling Price:

CODE	COMPANY	Deliveries for W101
W101	WILSDEN CO-OP	572472 Wednesday AM 22/02/2012 DEL
W102	ALLERTON CO-OP	572472 Wednesday AM 22/02/2012 DEL
W103	DENHOLME CO-OP	572472 Wednesday AM 22/02/2012 DEL
W104	THORNTON CO-OP	572472 Wednesday AM 22/02/2012 DEL
W105	DUCKWORTH LANE CO-OP	
W106	SALTAIRE CO-OP	
W107	OXENHOPE CO-OP	
W108	HEIGHTS LANE CO-OP	
W109	CULLINGWORTH COOP	
W110	MYTHOLMROYD CO OP	
W111	CHELLOW DENE COOP	
W121	MENSTON CO-OP	
W123	QUEENSBURY CO-OP	
W129	CLAYTON (TOWN END) COOP	
W213	OSS2ETT CTG CO-OP	
W215	HARROGATE CO-OP	
W216	HORBURY COOP	
W217	2BAILDON COOP	
W218	MIRFIELD COOP - OLD BANK RD	
W221	TOP OTLEY ROAD COOP	
W222	BOTTOM OTLEY ROAD COOP	

Double-click the delivery you wish to credit.

**Delivery Credits**

**Stock Returns** **Load Returns** **Cancel** **Print Credit**

Invoice Data

Customer Code: W101 Company: WILSDEN CO-OP Delivery Number: 572472

Product Code:  Product:  Invoice Number: 175178

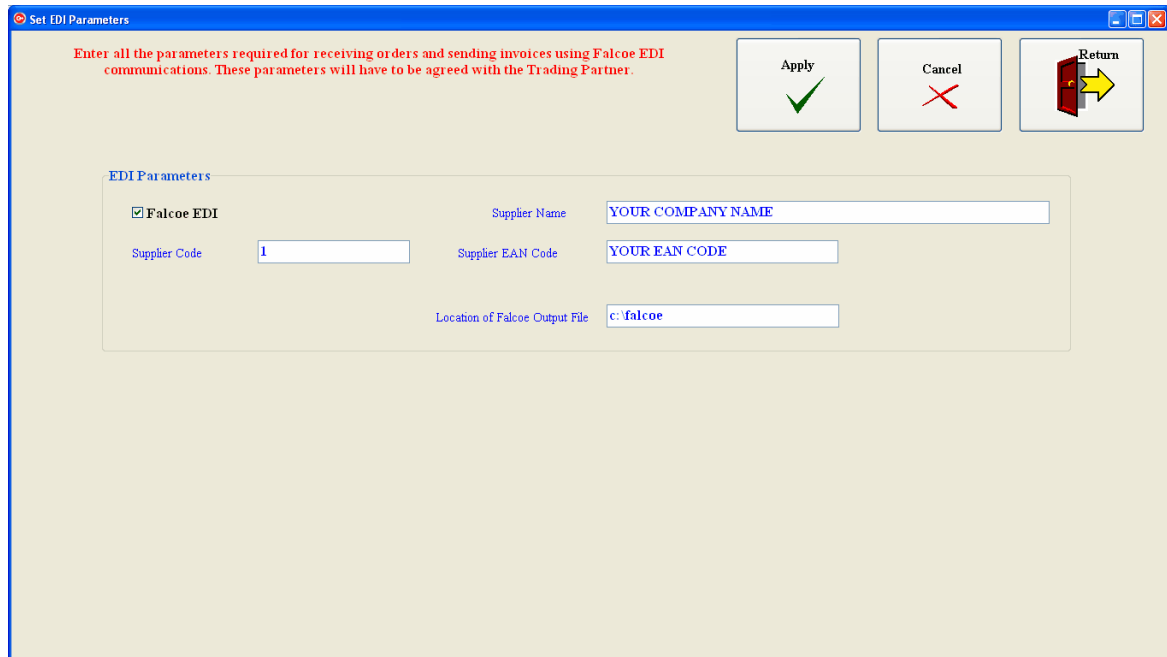
Quantity:  ☐ Enter Returns ☐ Full Invoice ☐ Print hard copy Selling Price:

CODE	COMPANY	DESCRIPTION	QTY	PRICE	Deliveries for W101	DESCRIPTION	QTY	PRICE	VAT
0005		LG.CHEESE TOP WHITE BAP X 2							
0032		FINGER ROLL 4PK							
0066		LARGE WHOLEMEAL BAP 2PK							
1003		LONG DELI PLAIN TEACAKE							
CREDIT		CASH CREDIT							

This will bring up a list of the products delivered in that delivery.  
 Double-click the product you wish to credit and enter the number of items to be credited.  
 Press **RTN** or click **Apply** to enter this product in the credit list to the right.  
 repeat this for each product to be credited.  
 Click **Print Credit** to print the Credit Note and export the transaction to the EDI file. Tick the **Print Hard Copy** tickbox if you wish it to print as well as export.

#### 2.3.7.4 Falcoe Utilities

### Utilities



Set EDI Parameters

Enter all the parameters required for receiving orders and sending invoices using Falcoe EDI communications. These parameters will have to be agreed with the Trading Partner.

Apply Cancel Return

EDI Parameters

☒ Falcoe EDI

Supplier Name YOUR COMPANY NAME

Supplier Code 1 Supplier EAN Code YOUR EAN CODE

Location of Falcoe Output File c:\falcoe

First, make sure that the Falcoe EDI tickbox is ticked. Then set the other data as follows :-

1. **Supplier Code** - this is normally '1'.
  2. **Supplier Name** - this is your own company name.
  3. **Supplier EAN Code** - this is the thirteen digit number given to you by Falcoe to identify you as the supplier of the invoices you send.
  4. **Location of Falcoe Output file** - the exported EDI invoice file that you send to Falcoe will be placed in this folder when you run the invoices. The default location is c:\falcoe.
- Click 'Apply' to save the data.

### 2.3.8 Enterprise Foods

Click this to access the Enterprise Foods Ordering import facility.  
You will need an arrangement with Enterprise Foods to be able to make use of this section.



Enterprise Foods Orders Import

Import Orders from Enterprise Foods

Import Orders

Order Processing

Return

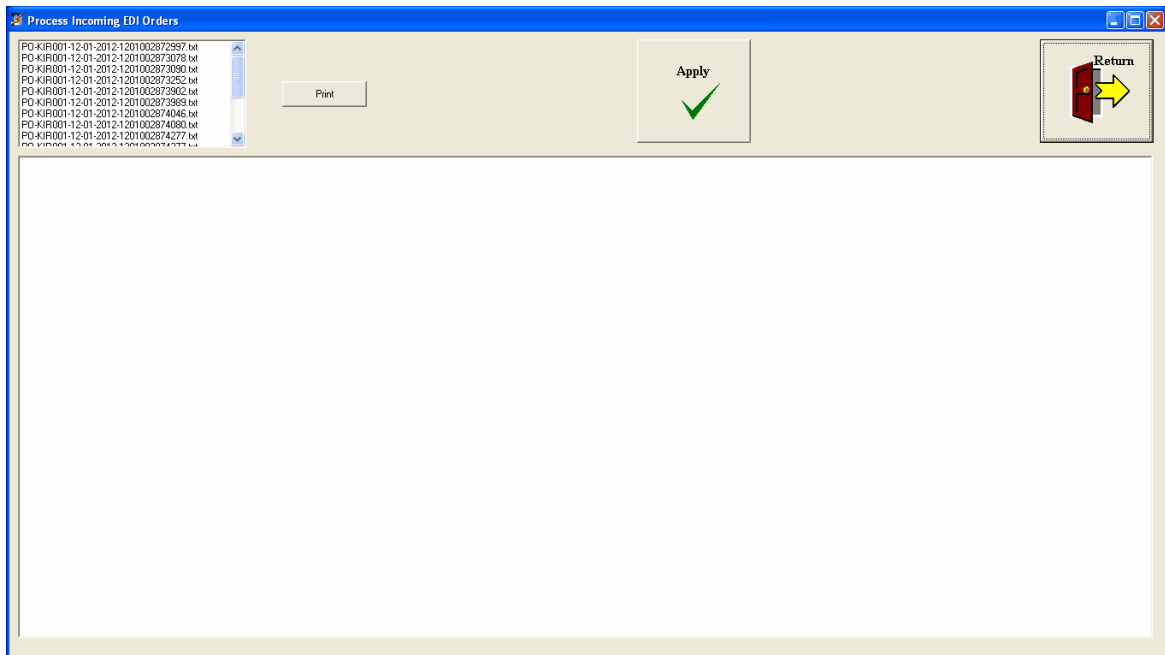
Version 5.0.0.1 06/01/2012

### Import Orders

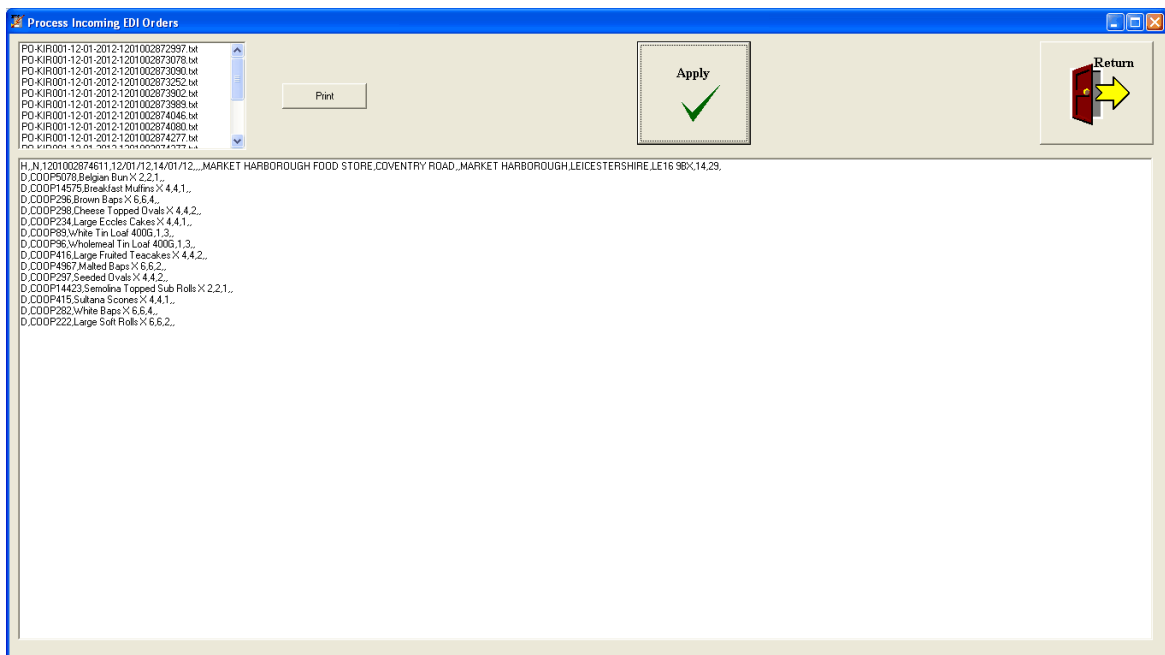
Orders are sent from Enterprise Foods in the form of text files in comma separated format. They will include either the customer code that you use in Wholesaler, and/or the ANA number of the customer. This will be supplied by Enterprise Foods. Your customers' ANA numbers should be entered into the Dept. field of the customer record.

**Location of Files.** Files should be placed in a subfolder of your main data, named 'orders'. E.g. if

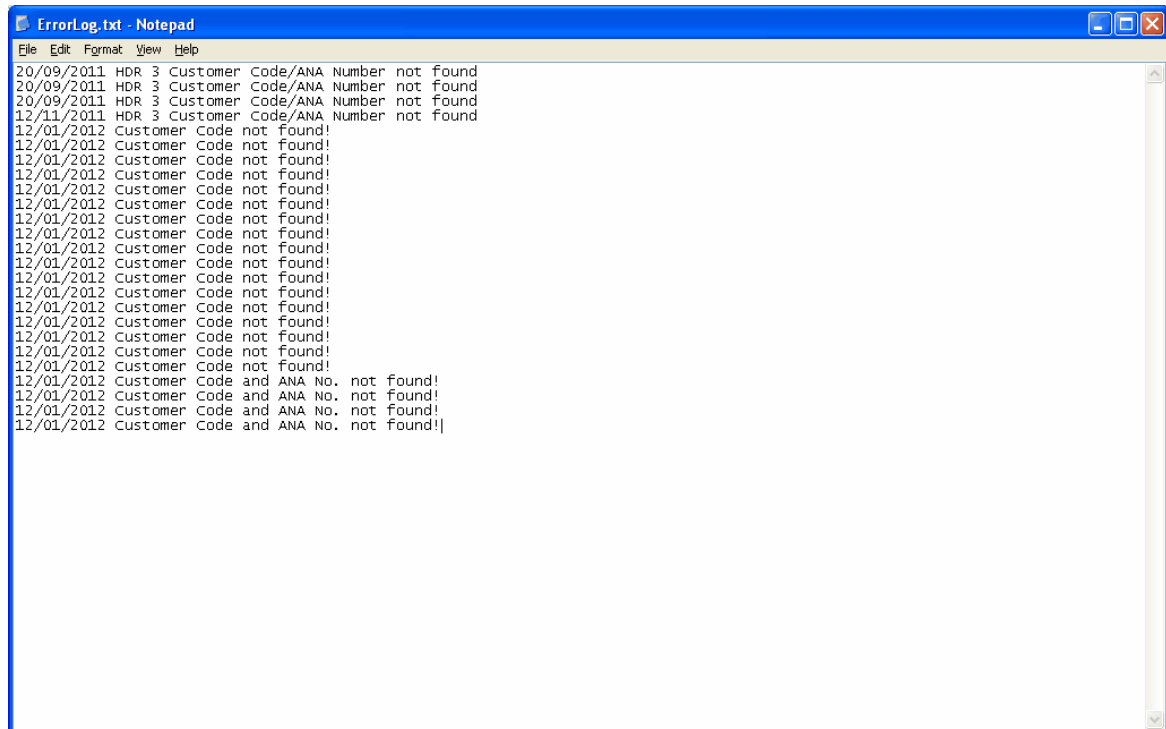
your data is kept in c:\wsaler, the order file should be copied into c:\wsaler\orders folder. When the files have been placed in the orders folder, they will appear in the orders box as shown below.



Click 'Apply' to import the orders into Wholesaler. Details of the imported orders will appear in the large box. These can be printed out for cross-checking by clicking the 'Print' button.



**ErrorLog File.** Any errors in importing the orders are recorded in an errorlog file named errorlog.txt in your c:\laws32 folder. (This would be c:\laws in earlier versions of Wholesaler).



## 2.4 Data Maintenance

If you are installing this programme from scratch, ie, you are using Wholesaler for the first time, you will need to first load your static data. This consists of your customer and product lists. If you have these in Excel format we can load them for you.

If you are already a user of the original Wholesaler software you will have to do nothing as Wholesaler 32 will use your existing data without conversion.

To make the maximum use of Wholesaler 32, it is advisable to also enter your ingredient list and enter all the recipes, as this will help with product costing and stock control as well as giving more production information.

The programme has been designed with a view to saving you time and effort by seeing the whole process through from creating orders through printing delivery notes and production lists to invoicing, entering cash receipts and sending statements. Export files can be created for input to Sage if required.

**NB. The system is designed to work in this way so that the data is dealt with correctly. If some of these aspects are dealt with in another way, such as in an accountancy package, The data will mount up in the database and clog the system eventually. Besides this, you will be duplicating work, which this programme has been designed to avoid.**

### 2.4.1 Overview

Wholesaler uses a set of databases which all work in a similar manner to make it easy to learn. So once you have learnt how to enter data into a database, edit it or delete it, you will be able to do it for any of them.

The databases contain data as follows :-

1. Customer database.
2. Supplier database
3. Product database
4. Ingredient database
5. Recipe database
6. Stock database
7. Standing Order database



8. Transaction database - this contains the current orders and delivered orders.
9. Invoice database - delivered orders are transferred to this database after they are invoiced to keep the current transaction file as small as possible for faster operation. If you do not use the system for invoicing, the transaction file will continually grow larger, thus slowing the operation of the programme.
10. Archive database - invoiced orders are transferred to this file after they have been paid. This is to keep the invoice file as small as possible.
11. Accounts database - this is the record of all financial transactions.

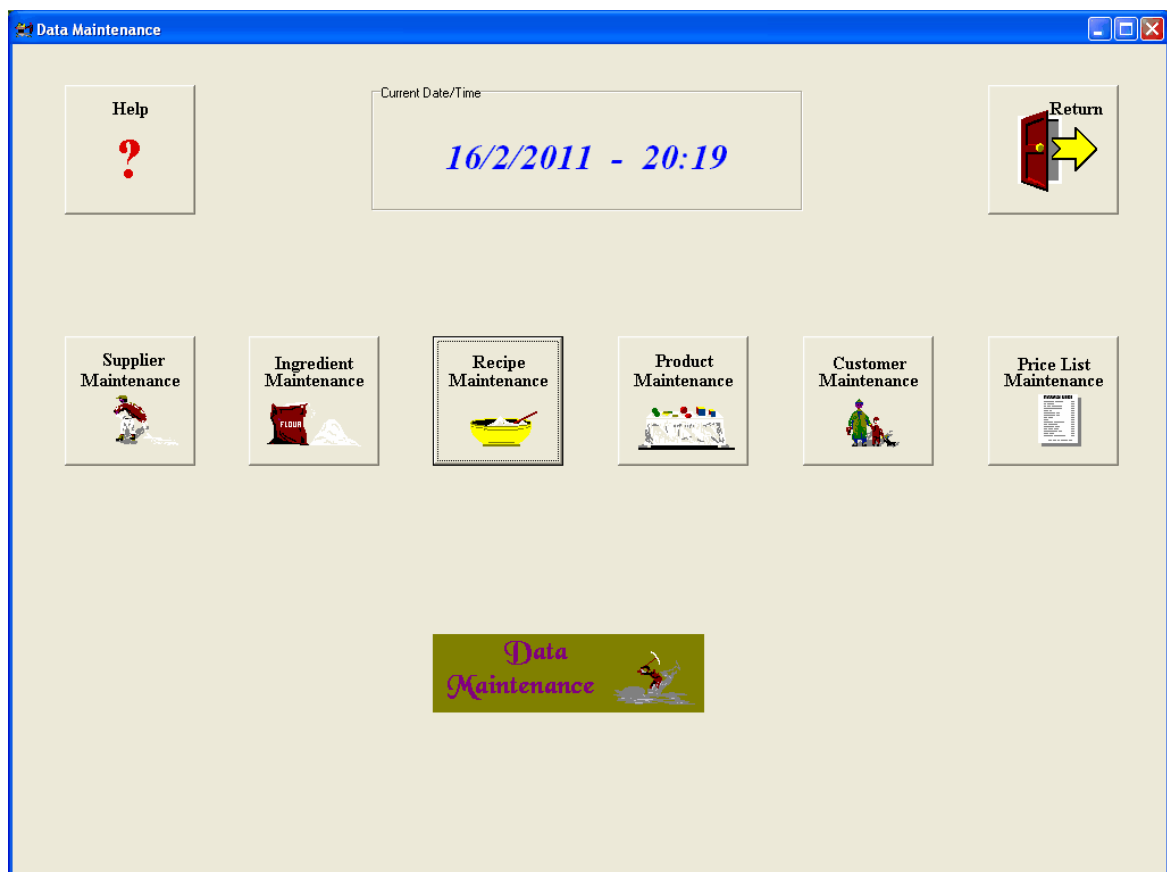
1. to 5. are the static databases. That is, not involved in the daily transactions, the others are all dynamic databases which log the daily transactions.

To speed the daily input of orders, the Standing Orders database can be setup to give the approximate daily orders expected of customers who buy regularly. This will create the basic order for the next day, however, if the requirement changes, the current order can be edited quickly, rather than having to enter a long order daily.

There is also the facility for you to send an ordering programme to your customers (if they require it) to allow them to enter their own orders. These will then be e-mailed to you and imported into the transaction database automatically. This will save you a great deal of time in entering orders.

## 2.4.2 Data Maintenance

Click the Data Maintenance button on the Main Menu screen to bring up the following Data Maintenance screen :-



This allows you to enter, edit or delete data into the following databases :-

1. Supplier database - required for supply of ingredients.
2. Ingredient database - allows you to list all your ingredients along with their prices to allow recipes to be compiled and cost prices to be calculated.
3. Recipe database - allows you to enter the recipes for all the products that you sell so that the

ingredient requirement can be printed out for each production run and show stock condition.

4. Product database - is a list of all your products with their selling prices. These will be available as a list when orders are being created.
5. Customer database - this is essential before any other work can be done. All orders require a customer to be selected before they can be created.
6. Price List - this is an extension of the product database and allows you to set all your price lists.

The following sub-sections give a detailed explanation of these databases.

#### 2.4.2.1 Customer Maintenance

This database is required before any orders can be created. A customer must be entered into this database with all their details such as name, address, type of account etc.

Click the Customer Maintenance button bring up the following screen :-

Code	Name	Address	Balance
BS	BLACK SWAN	NETHER POPPLETON	S 1430.51
BTR	BIRCH TREE RESTAURANT	SUMMERBRIDGE	S 0.00
CAF	COCK AND FERRET	GLASSHOUSES	S -6.85
CCS	CENTRAL CATERING SERVICES	RIPON	397.72
CR	CENTURY RESTAURANT	BURNT YATES	S Sp 0.00
HA	TEST COMPANY	KNARESBOROUGH	S -46.86
HA1	TEST COMPANY 2	HARROGATE	S -24.82
HAH	HARE AND HOUNDS	TADCASTER	S -49.36
JD	JOES DINER	SOUTH STAINLEY	S Sp 1687.22
KH8	KING HENRY THE EIGHTH	YORK	S 0.00
KHH	KINGS HEAD HOTEL	SPOFFORTH	S 0.00
OOD	OLD OAK RESTAURANT	BOROUGHBRIDGE	S 0.00
PP	POLLYANNAS PANTRY	RIPON	S 387.90
SCH1	HARROGATE COUNCIL	HARROGATE	1517.87
SCH2	HARROGATE COUNCIL	HARROGATE	-95.52
SWC	SPINNING WHEEL CAFE	PATELEY BRIDGE	Sp 422.51
WMH	WILLIAM AND MARY HOTEL	HARROGATE	Sp 939.78

The list will show all the customers in your customer database. In most cases they will not fit onto the screen and you would have to scroll down to find the one you want. To make this easier for you, we have included an edit box at the top left-hand side of the screen labelled 'Code'. Enter the first letter of the code and only the entries with the code starting in that letter will appear in the list box. If you type in the second letter the list will be reduced further, and so on until you can see the entry you want.

To select that customer, simply double-click the line containing the customer code and details, and the full customer record will appear.

**Editing Customer Record**

Help Notes Delete Record

User

Code BS Company BLACK SWAN

Title MR Dept VAT No

Email davidcayre@ntlworld.com Code of Invoice A/C BS

Last Name SMITH First Name JOHN

Address 1 125 THE AVENUE

Address 2

Address 3

Town KNARESBOROUGH

County NORTH YORKSHIRE

Postcode HG5 1AB

Country

Telephone 01423 865432

Fax

Balance 1430.51

Credit Limit 0.00 0 Days

Price Breaks

Discount	Amount
25.00%	30.00
0.00%	0.00
0.00%	0.00
0.00%	0.00
0.00%	0.00

Group Discounts

Group	Discount
Group 1	0.00%
Group 2	0.00%
Group 3	0.00%
Group 4	0.00%
Group 5	0.00%
Group 6	0.00%
Group 7	0.00%
Group 8	0.00%
Group 9	0.00%

Account Type WEEKLY

Terms 1

Price List 1

Van Round VAN 2

Drop No 0

Last Update 17 / 02 / 2011

Document Printing Options

☐ Print Disc on Del ☒ No Bal on Inv ☐ Print Comments on Del

☒ Print Prices on Del ☐ Print Notes on Inv ☐ Print Notes on Del

☐ NHS ☐ Ind Note on Inv ☐ EDI

☐ One Inv per Del ☐ Simple Invoice ☐ XML

☐ Tesco ☐ ASDA Del Note ☐ Falcoe

Apply Cancel

STOP

This shows all the data for the customer, including name, address, printing options, account type, discount structure, Van round and drop No., price list, current balance and allowed credit limit. The customer code is shown but cannot be changed as this identifies the customer in all associated databases.

You can edit any of the other data and save it by clicking the Apply button or either of the Next/Prev arrow buttons. These will move you on to the next or previous record saving the one you have just edited.

The current balance figure is updated every time you create an invoice or register a receipt, so it is important that you carry out the full set of operations including printing the invoices and registering the receipts.

The name and address will appear on delivery notes, invoices and credit notes as well as mail merged letters.

If there is a central office to which invoices are sent, this would be set up as a separate customer. Then the separate depots/shops to which the goods are sent would be set up, as above, as a separate customer, but the 'Code of Invoice A/c' would be set the the code of the central office. For a single customer, this would be the same as its own code.

### Different Delivery Address

In the case of a single customer whose delivery address is different from the invoice address, you can set the delivery address by first ticking 'Different from Inv Address' in the 'Delivery Address' box. This will clear the address fields but leave the customer code and company name. You can change the company name for the delivery, if required. Enter the delivery address and then click the 'Apply' button to save it. The screen will now revert to the main/invoice address and the 'Different from Inv Address' will be ticked. This shows that this customer has a different delivery address.

### Changing the Delivery Address

To change the delivery address, tick the 'View' tick box and the delivery address will appear in the edit boxes in place of the main address. You can now make any changes to the delivery address. Click 'Apply' to save the changes.

### Deleting the delivery Address

To delete a delivery address, simply untick the 'Different from Inv Address' tick box. A message box will appear asking if you really want to delete the delivery address. Click 'Yes' to delete it, or 'No' if you do not want to delete it.

### Setting Customer Discounts

Each customer can be set with an individual price list and discount structure. First set the Price List number from 1 to 5. Price List 1 is the standard price list which is normally published. The other Price Lists are special price lists which can be applied to special groups of customer or chains.

On top of these prices, discounts can be applied for different product groups. Products can be assigned to any one of 9 product groups. For instance, breads might be in Product Group 1, while cakes might be in Product Group 2, etc. Then each customer could be assigned a discount for any or none of the groups, as required, and each customer might have a different discount.

In the Group Discounts box, enter the percentage discount for each group, as required. This may be different for each customer.

**Price Breaks** may be set so that the discount is different depending on the total cost of the invoice. For instance, you might set the discount at 10% for sales up to £100, then at 5% for sales up to £500, etc. This can be used in combination with Product Group discounts, or on its own, as required. If a customer was to have a discount of 20% on all products, the quick way of setting that would be to set the price break at £0.01 and the discount at 20%.

**Customer Special Prices** can be set so that individual products have a special price for particular customers. These are set in the 'Price List' section and will be explained in that section.

### Credit Limit

It is possible to set a credit limit for any customer by putting the amount into the 'Credit Limit' box. If this is exceeded, it will be flagged up if a further order is raised. You will then have the opportunity to cancel the order or allow it to proceed. If the Credit Limit amount is zero, no credit limit will be invoked.

There is an alternative to setting a cash limit, and that is to set the number of days that you will allow credit to remain unpaid. This option must first be set in the Utilities/Preferences section. You can then enter the number of days credit allowed in the box next to the Credit Limit box.

### Account Type

There are a number of types of account that can be opened. The standard is the **weekly** account, which loosely means that you will raise an invoice once a week. However, that is not a strict rule and you can raise an invoice whenever you like. Select the required type in the dropdown list. The default is Weekly.

**Monthly** - This is much the same as the weekly account but the customer will not appear on the list of customers to be invoiced unless the date is after that set for the customer. This type is not generally recommended unless required by a customer with a special billing agreement.

**Cash** - If a customer is a cash customer, a combined delivery note/invoice will be printed for each order.

**Cash/Collect** - This is similar to the Cash Customer but will have Cash/Collect printed on the delivery/invoice so that the products are not delivered.

**Shop** - This is when you are supplying your own shop with product. A special deliver/invoice is printed but the financial transaction is not entered into the accounts.

### Document Printing Options

The box at the bottom left-hand side contains a selection of tick boxes allowing you to set various printing options.

**Print Disc on Del** - This will allow the discounted price to be shown on the delivery notes for this customer if Prices are Printed. If this box is not ticked, the standard list price (List Price 1) will be printed.

**Print Prices on Del** - This will allow the prices to be printed against each item on the delivery

notes for this customer. The prices printed will be the standard list prices if 'Print Disc on Del' is not ticked. Otherwise, the discounted price, that the customer would be charged, will be printed. If this is not ticked, the prices will not be printed on the delivery notes.

**NHS** - This is only for special requirements with NHS customers. If you tick this the format of the documentation will conform to NHS requirements. In general this will not be ticked.

**One Inv per Del** - If this is ticked, the system will print a single invoice for each delivery, rather than included all deliveries for the week in one invoice.

**No Bal on Inv** - This is ticked by default. If you untick this a current balance owing will be added to the invoice to show the total amount owing. This is not normally used.

**Print Notes on Invoices** - Tick this if you want the preset notes (set in the Utilities/Preference section) to be printed on the invoices for this customer.

**Ind Note on Inv** - Tick this if you want to insert an individual note on the invoices for this customer. An edit box will appear before the invoice is printed for this customer to allow you to enter an individual note to be appended to the invoice. Enter your text and then click the Apply button on the edit box window.

**Simple Invoice** - If this is ticked, a simple invoice will be produced listing the delivery date for each delivery and the total value of the delivery. The individual items on the delivery will **NOT** be shown.

**ASDA Delivery Note** - Tick this for ASDA customers and it will produce the delivery note in the required ASDA format.

**Print Comments on Del** - Tick this if you want the standard comments (from the Customer Maintenance section) to be printed on the delivery notes for this customer. There can be a different standard comment for each customer if required.

**Print Notes on Del** - Tick this if you want the standard notes from the Preferences section to be printed on the delivery notes for this customer.

**EDI, XML and Falcoe** - These are options that can be set when you use EDI communication of Invoices, Credits and/or Orders etc. These are greyed out as default and will be activated if the EDI options are set in the preferences section. This would be done with consultation of Comtech Software/Wholesaler Software personnel.

## Terms

Enter the appropriate set of payment terms (1 to 4 inc). This will cause the relevant payment terms to be printed on the Invoices for this customer. The terms are set in the Preferences Section.

## Price List

Enter the number of the price list that applies to this customer. Price List 1 is the standard Price List. Price Lists 2, 3, 4 & 5 are special price lists for particular groups of customers. For example, you might have all Co-ops on Price List 2, and another local group on Price List 3, etc. If individual prices are not set for Price Lists 2 - 5, these will be set to the same price as set for List 1 by default. Prices in Lists 2 - 5 can be higher or lower than the standard prices set by List 1.

## Van Rounds

Each customer can be assigned to a Van Round to help with the sorting of goods to be loaded into vans. You can assign names to the Van Rounds in the Preferences section and these will appear in the dropdown list in the Customer record screen. Select the Van Round for this customer. You can also set the drop number at this stage to help with the order of loading the van. However, the drop numbers can be rearranged using the appropriate report in the Reports section at a later date or as and when they need adjusting.

## Customer on STOP

**Editing Customer Record**

Help Notes Delete Record

Code: CAF Company: COCK AND FERRET Balance: 46.38

Title: Dept: VAT No: Credit Limit: 0.00 0 Days

Email: Code of Invoice A/C: CAF

Last Name: First Names:

Address 1: HIGH STREET

Address 2:

Address 3:

Town: GLASSHOUSES

County: NORTH YORKSHIRE

Postcode: Delivery Comments here:

Country:

Telephone:

Fax:

Delivery Address

☐ Different from Inv Address

Account Type: WEEKLY

Price Breaks:

Discount	Amount
10.00%	0.01
0.00%	0.00
0.00%	0.00
0.00%	0.00
0.00%	0.00

☐ Average Deliveries

Van Round: VAN 4

Drop No: 0

Terms: 1

Price List: 4

Group Discounts:

Group	Discount
Group 1	10.00%
Group 2	0.00%
Group 3	0.00%
Group 4	0.00%
Group 5	0.00%
Group 6	0.00%
Group 7	0.00%
Group 8	0.00%
Group 9	0.00%

Document Printing Options:

<input checked="" type="checkbox"/> Print Disc on Del	<input type="checkbox"/> No Bal on Inv	<input checked="" type="checkbox"/> Print Comments on Del
<input checked="" type="checkbox"/> Print Prices on Del	<input type="checkbox"/> Print Notes on Inv	<input type="checkbox"/> Print Notes on Del
<input type="checkbox"/> NHS	<input type="checkbox"/> Ind Note on Inv	<input type="checkbox"/> EDI
<input type="checkbox"/> One Inv per Del	<input type="checkbox"/> Simple Invoice	<input type="checkbox"/> XML
<input type="checkbox"/> Tesco	<input checked="" type="checkbox"/> ASDA Del Note	<input type="checkbox"/> Falcoe

Apply Cancel

STOP 30/3/2011 9/4/2011

Click the STOP tick box to reveal the start and end dates. Set these and orders will be stopped for this customer between these dates (inclusive). If you leave the end date unset, the customer will remain on STOP until they are taken off STOP manually. The STOP facility can be used when a customer has an annual holiday close down, or when they have exceeded their credit terms. Dates can be cleared by clicking the Cancel button 'X'

### Last Update

This is the date when the customer's record was last edited and is adjusted automatically

### Deleting a Record

Click the Delete button to delete the Customer record. A message box will ask if you really want to delete the record. Click 'Yes' to confirm. The record will not be deleted if the customer has orders in the system or owes money.

#### 2.4.2.1.1 Controls

The Customer Maintenance section has a selection of control buttons which are used to carry out a variety of functions.

Customer Database Browser for COMTECH SOFTWARE

Help Notes Print List Print Labels Mail Merge New Record Find Back

Code:

BS	BLACK SWAN	TOWN	S		0.00
BTR	BIRCH TREE RESTAURANT	KNARESBOROUGH	S	D	0.00
CAF	COCK AND FERRET	GLASSHOUSES	S	D	46.38
CCS	CENTRAL CATERING SERVICES	RIPON			397.72
CR	CENTURY RESTAURANT	BURNT YATES	S	D Sp	0.00
HA	TEST COMPANY	KNARESBOROUGH	S	D	-46.86
HA1	TEST COMPANY 2	HARROGATE	S	D	-24.82
HAH	HARE AND HOUNDS	TADCASTER	S	D	-49.36
JD	JOES DINER	SOUTH STAINLEY	S	Sp	1687.22
KH8	KING HENRY THE EIGHTH	YORK	S	D	0.00
KHH	KINGS HEAD HOTEL	SPOFFORTH	S	D	0.00
OOR	OLD OAK RESTAURANT	BOROUGHBRIDGE	S	D	0.00
PP	POLLYANNAS PANTRY	RIPON	S	D	387.90
SCH1	HARROGATE COUNCIL	HARROGATE			1517.87
SCH2	HARROGATE COUNCIL	HARROGATE			-95.52
SWC	SPINNING WHEEL CAFE	PATELEY BRIDGE		Sp	422.51
WMH	WILLIAM AND MARY HOTEL	HARROGATE		Sp	939.78

## Apply

This button will always complete an action and save any changes that have been made.

## Cancel

This will terminate the operation and reset the screen. **All data entered or changed will not be saved.**

## New Record

Click this button to enter a new customer. This will give you a blank database form into which you can enter the customers data. Firstly you must enter a unique customer code. This can have up to 6 characters (numbers and/or letters). Do not use punctuation, space or non-printing characters in the code.

**Entering New Customer Record**

Buttons: Help, Notes, User, Apply (with green checkmark), Cancel (with red X).

Fields:

- Code: [ ] Company: [ ]
- Title: [ ] Dept: [ ] VAT No: [ ]
- Email: [ ] Code of Invoice A/C: [ ]
- Last Name: [ ] First Names: [ ]
- Address 1: [ ]
- Address 2: [ ]
- Address 3: [ ]
- Town: [ ]
- County: [ ]
- Postcode: [ ]
- Country: [ ]
- Telephone: [ ]
- Fax: [ ]
- Comments: [ ]
- Day of Month: [ 20 ]
- Account Type: WEEKLY (dropdown)
- Balance: 0.00
- Credit Limit: 0.00
- Days: 0
- Price Breaks:
 

Discount	Amount
0.00%	0.00
0.00%	0.00
0.00%	0.00
0.00%	0.00
0.00%	0.00
- Group Discounts:
 

Group 1	0.00%
Group 2	0.00%
Group 3	0.00%
Group 4	0.00%
Group 5	0.00%
Group 6	0.00%
Group 7	0.00%
Group 8	0.00%
Group 9	0.00%
- Terms: 1
- Price List: 1
- Van Round: [ ]
- Drop No: 0
- Last Update: 31 / 03 / 2011
- Document Printing Options:
 

<input type="checkbox"/> Print Disc on Del	<input type="checkbox"/> No Bal on Inv	<input type="checkbox"/> Print Comments on Del
<input checked="" type="checkbox"/> Print Prices on Del	<input type="checkbox"/> Print Notes on Inv	<input type="checkbox"/> Print Notes on Del
<input type="checkbox"/> NHS	<input type="checkbox"/> Ind Note on Inv	<input type="checkbox"/> EDI
<input type="checkbox"/> One Inv per Del	<input type="checkbox"/> Simple Invoice	<input type="checkbox"/> XML
<input type="checkbox"/> Tesco	<input type="checkbox"/> ASDA Del Note	<input type="checkbox"/> Falcoe
- Delivery Address:
 ☐ Different from Inv Address

## Code

If you enter a code that already exists, this will be flagged up in a message box and you will have to choose a different code. Ideally, you should choose codes that are easily recognised, and you should group all customers of a certain type by giving them a similar type of code. For example, for a chain of stores called 'Jones', you could use the codes JONES01, JONES02, etc. It is also best to make all codes the same length so that there can't be any confusion, eg. JONES and JONES01. In this case it would be best to call the first of these JONES00. The reason for making the codes similar for members of a group is that it is possible to select only the members of the group by either using the FIND facility (described later) or by entering the first few letters of the code into the Code box at the top of the window.

## Other Data

Then enter all the contact and address details, set the required printing options and set the discount requirements as described previously.

When completed, click 'Apply' to save the record. If you click 'Cancel', the record will be lost.

This record can be edited at any time after this by double-clicking the entry in the customer list.

## Editing a Customer Record

To edit a record, simply double-click the line in the Listbox containing the record, and the contents of the record will be displayed in the same way as when you entered them as new. Now you can change any entry and click 'Apply' to save the changes.



## Delete Customer Record

Click 'Delete Record' to remove the record for this customer from the database. You will not be allowed to do this if the customer owes money or has orders outstanding. The customer record will not be completely deleted but will be put into a temporary holding file from where it can be restored if required.

## Next/Prev Record

The two buttons that appear at the top of the displayed record, with arrows <-- and --> allow you to move to view the previous record or the next record in the list. Before moving on to the next/prev record, it will save any changes that you have made to the current record. These buttons allow you to step through the records, making changes, saving the changes and moving on to the next record using just one button click.

## Show Customer Special Prices

If the customer has any special prices set up, clicking this button will display the special price list.



A135	SMALL BROWN LOAF	0.5766	0.6407
A138	SMALL GRAN LOAF	0.5861	0.6512
A140	SM GRAN THICK	0.5898	0.6554

This shows the products that have special prices, for this customer. The first price is the special price and the price in the second column is the standard price. You can print this list by clicking the 'Print List' button.

### Statement £

You can see the current statement for this customer by clicking the button with the pound sign on it.

7 WOODPARK AVENUE KNARESBOROUGH - NORTH YORKSHIRE - HG5 9DJ Tel. 01423 862247 Fax. 01423 860438 e-mail: DAVIDCAYRE@AOL.COM			
Cock And Ferret High Street Glasshouses North Yorkshire  27/04/2011			
STATEMENT			
Invoice No.100153	dated 30/03/2011	CAF	value £ 53.23

This can be printed out by clicking 'Print'. However, if you do not wish to print it, click 'OK' to return to the customer record.

## Customer on 'STOP'

You can set a customer on 'STOP' to inhibit any orders being placed, either for a limited time, or indefinitely. To do this, tick the 'STOP' tickbox.

The screenshot shows the 'Editing Customer Record' window. At the top, there are buttons for Help, Notes, Delete Record, Apply, and Cancel. Below these are navigation arrows and a currency symbol. The main form is divided into several sections:

- Customer Information:** Code (CAF), Company (COCK AND FERRET), Title, Dept, VAT No, Email (davidcayre@ntlworld.com), Last Name, First Name, Address 1 (HIGH STREET), Address 2, Address 3, Town (GLASSHOUSES), County (NORTH YORKSHIRE), Postcode, Country, Telephone, Fax, and Delivery Address (with a checkbox for 'Different from Inv Address').
- Financials:** Balance (46.38), Credit Limit (0.00), and Days.
- Price Breaks:** A table with columns for Discount and Amount, showing values like 10.00% and 0.01.
- Group Discounts:** A list of groups (Group 1 to Group 9) with their respective discount percentages (e.g., Group 1: 10.00%, Group 2: 0.00%).
- Account Type:** A dropdown menu set to 'WEEKLY'.
- Terms and Price List:** Terms (1) and Price List (4).
- Document Printing Options:** A section with checkboxes for various printing options, including 'Print Disc on Del', 'Print Prices on Del', 'NHS', 'One Inv per Del', 'Tesco', 'No Bal on Inv', 'Print Notes on Inv', 'Ind Note on Inv', 'Simple Invoice', 'ASDA Del Note', 'Print Comments on Del', 'Print Notes on Del', 'EDI', 'XML', and 'Falcone'.
- STOP Period:** A section with a 'STOP' button, 'From' and 'To' date fields, and a 'Last Update' field.

Then click the 'From' and 'To' date buttons to set the start and end dates of the 'STOP' period. This can be for a holiday period over which the customer will not require orders to be placed.

This can also be used by Credit Control to cease orders until the customer puts his account in order. To do this, just set the 'From' date and leave the 'To' date unset.

## Find

There may be occasions when you want to select only a certain type of record - eg all the customers situated in a certain town. To do this, click the 'Find' button and then fill in the fields that have to pertain to the selection. For instance, to select all the customers in Harrogate, you would just enter the name Harrogate into the Town field and click 'Apply'. The Listbox will now be shown containing only the customers with Harrogate as a town name in their record.

For this to work to its best effect, it is important that all records are entered in the same format.

For example - The county of North Yorkshire must always be entered as North Yorkshire, and not as N Yorks or any other variant, or, if you use a truncated version like N Yorks, all entries must be done in this way.

Also do not use punctuation in data fields as this can cause sorting problems. N Yorks is not seen as the same thing as N. Yorks, for example. Similarly, the use of commas in the address lines should be avoided as these can cause confusion when data is exported into comma separated files.

## Print List

Use this button to print a list of all the customers' details. This will print the details of all the customers displayed on the screen - ie you can make a selection of customers and print details of just that selection.

Alternatively, you can select a single customer on the list by clicking it, or you can select several by holding down the CTRL key after you have selected the first customer, while you click more customers.

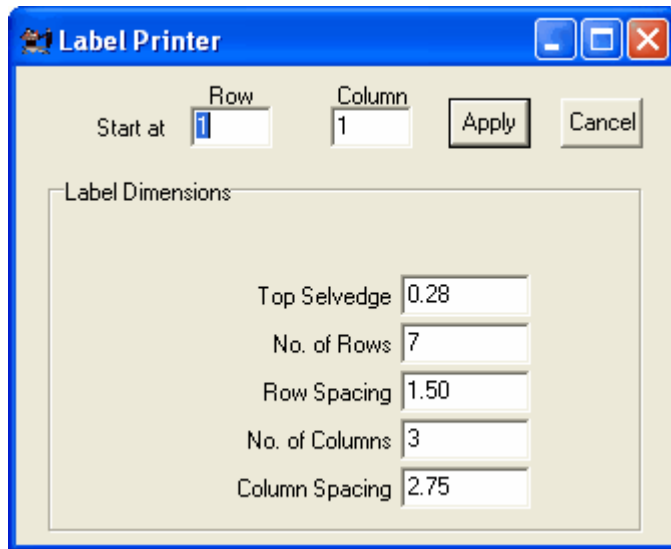
To select a contiguous block of customers, select the first one in the block, then hold down the SHIFT key while clicking the last one in the block. To deselect a customer after several have been selected, hold down the CTRL key and click the customer to be deselected.

## Print Labels

Use this button to print address labels for the selected customers. If none is selected, it will print

labels for all customers in the Listbox.

Before printing you will be shown the following window :-



This will allow you to start printing at any position on the sheet by setting the start row and column. This is so that you can use partially used sheets. Set row and column and click 'Apply' to print.

The format of labels on the sheet can be set by editing the entries in the boxes under 'Label Dimensions'. The default sheet has 7 rows and 3 columns of labels with a top selvedge of 0.28 inches.

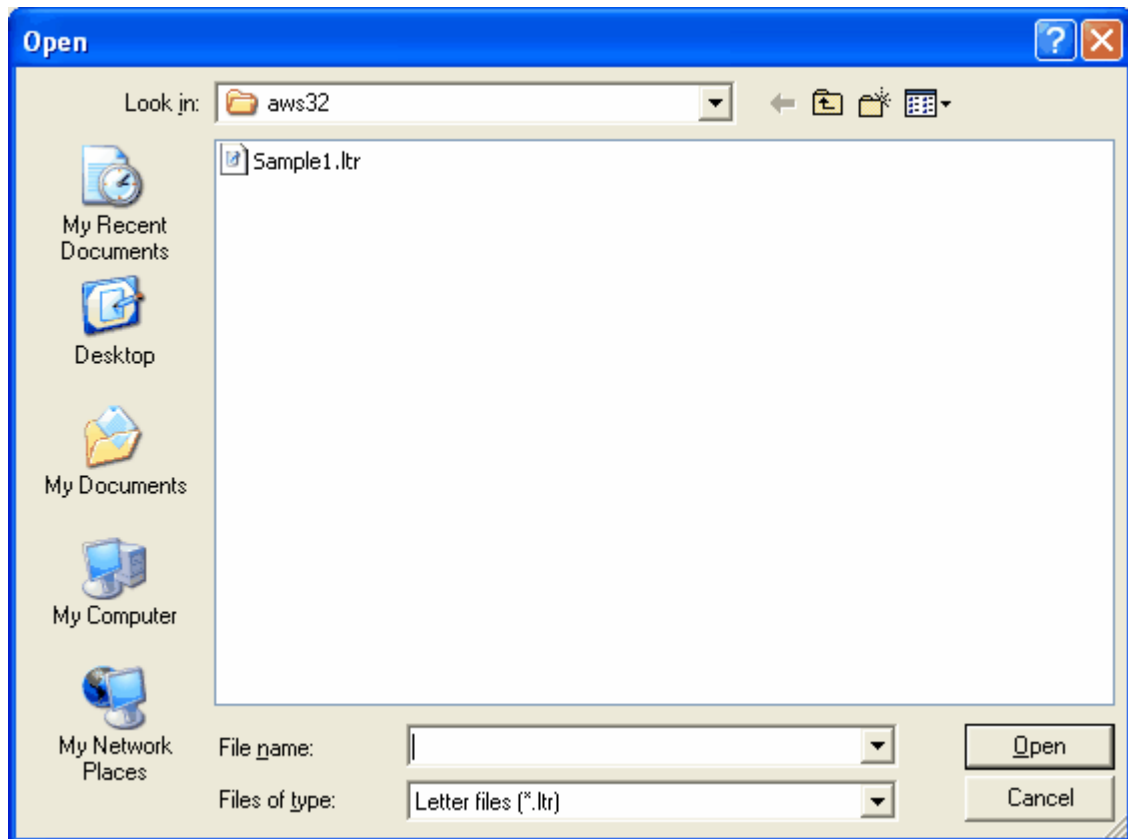
If you prefer to use a different label sheet, you will need to change these parameters to match the new sheet. If the top label goes to the edge of the sheet, you will have to set the 'Top Selvedge' value to zero. However, it is a good idea to use labels which have a top selvedge as most printers do not print right up to the top edge of the paper and some of the printing might be lost.

You will also have to change the Row and Column Spacing if this is different. However, once set, this will not be changed as long as you use the same label sheets.

## Mail Merge

First select all the customers to whom you wish to send the letter, then click the 'Mail Merge' button. You will first be asked if you want to print letters for all the customers selected. Click 'Yes'. Alternatively, if you haven't selected any customers, you will be asked if you want to print letters for ALL the customers in the Listbox. Click 'Yes' or 'No' as appropriate.

After clicking 'Yes', you will be given a list of your pre-prepared letters which you will have entered using the UTILITIES/LETTER WRITER section.



In the above example there is only one letter listed. In practice you may have many pro forma letters prepared. Double-click the one you want to print and the printing will start. A copy of the letter will be printed for each customer in the Listbox (that has been selected) personalised for each. The customer's name and address will be printed in the correct position for it to show through the window in a window envelope.

Depending on the name entry in the customer record, the salutation will be formatted to suit. If there is no name entered in the record, the salutation will be Dear Sir/Madam. If there is only a surname or an initial and a surname, the salutation will be Dear Mr Surname. Unless entered differently, Mr. will be used, but if you have changed this default to Mrs, Ms, Dr, or anything else, that will be used instead, ie Dear Ms Smith. If a first name is entered into the customer record, the salutation will be Dear 'First Name'.

All these settings are done in the Customer Maintenance section and are peculiar to each individual customer.

See the 'Letter Writer' section to see how the letter text is entered. This is, in fact just a block of text which is formatted to fit the paper at the time of printing.

## Notes

This button gives you access to the system diary or Memo Pad where you can leave a note to remind yourself or others that an action is required at a future date.

The screenshot shows a window titled "Memo Notepad". At the top, there is a text box labeled "Enter your message here." To the right of this box are four buttons: "Print List" (with a printer icon), "Cancel" (with a red X icon), "Apply" (with a green checkmark icon), and "Exit Notes" (with a door icon and a yellow arrow). Below the text box is a row of three buttons: "Set Memo Date", "Date", and "Edit". To the right of these buttons is a red text instruction: "To enter a new memo, set the date when the memo should appear, then enter the message in the top box. Click 'APPLY' to save." The main area of the window is a large yellow box containing the text "NO MESSAGES FOR TODAY" in blue capital letters.

Enter your message in the top box, set the date when it should show, and click 'Apply' to save it. This is the screen that appears whenever you start Wholesaler. Any messages for the day will appear in the main box. If there are no messages it will say so as in the example above. Exit notes when completed. You can enter several notes for the same or different days.

## User

The user button displays the record, in the form of a customer record, containing the details of the user. That is the name and address of your company. You can change the details yourself with the exception of the company name which is set by us when we register your software. If you need to change your Company Name for any reason, you will need to inform us and we will make the change to our records and send you a new registration.

The Company Name and address will be printed at the top of your letters and other printed documents, ie invoices, delivery notes and statements. Settings for this, such as positioning and font size and type can be set in the UTILITIES section.

If the company name is not to be printed because you want to use your company logo instead, you would have to ask us to reregister your software with an '\*' leading the Company Name. This will inhibit printing of the name.

If a logo file is not present in the c:\aws32 folder, no logo will be printed. To include a logo, you must send us your logo artwork so that we can create a logo file for you.

### 2.4.2.2 Supplier Maintenance

Supplier Maintenance is basically the same as Customer Maintenance with reduced facilities. Click the 'Supplier Maintenance' button to get the supplier list. The main purpose of the Supplier Database is for use in ingredient ordering.

Supplier Database Browser for COMTECH SOFTWARE

Help Notes Print List Print Labels Mail Merge New Record Find Back

Code:

LABOUR	WORK FORCE		S	0.00
MBS	MODERN BAKERY SUPPLIES LTD	BOROUGHBRIDGE	S 0	0.00
MYS	MODERN YEAST SUPPLIES	BRADFORD		0.00
NONE	PROCESS			0.00
PBFM	PATELY BRIDGE FLOUR MILLS	PATELEY BRIDGE		0.00
YEB	YORKSHIRE ELECTRICITY BD	HARROGATE		0.00
YMB	YORKSHIRE MILK BD	RIPON		0.00
YPP	YORKSHIRE PORK PIES	SKIPTON		0.00

All the buttons do exactly the same as their equivalent in the Customer Maintenance section.

## Editing Supplier Records

Double-click the item in the list that you want to edit. This will give you the supplier record, which will be reduced to the essential name and address fields, but otherwise is the same as the Customer Record.



All buttons that appear on this screen work in the same way as their equivalents on the Customer Record.

### 2.4.2.3 Product Maintenance

This is the basis of your whole operation and is the complete list of your products including their price and stock level.

## Product Codes

Each product has a unique code to identify it and it is important to choose these codes so that they can be easily remembered for quick access, and also in such a way as to facilitate selection into product group types, eg breads, cakes, etc.

The code can have up to 9 digits (letters or numbers) and it is preferable for all codes to be of the same length, though this is not essential. A good method is to set the first digit to represent the main product group, eg B for bread or C for cakes etc. Then the second digit to represent the sub group, eg L for loaf or R for rolls etc. Then the next digit could specify the flour type, eg W for white, B for brown, G for granary etc. The remaining digits could specify factors such as large medium or small or number in the pack.

So, for example, RWL0006 could mean large white rolls, 6 to a pack. There are many variations on this depending on your products.

Now, if you enter 'R' into the quick select box, all the rolls will appear in the listbox. If you add a 'W' then the list will be reduced to include only the white rolls. The purpose of this is to allow you to do a block price change, so that if all white rolls were to increase by 3% you could apply this price increase to just those products.

To enter the Product Maintenance screen, click the 'Product Maintenance' button on the Data Maintenance screen. This will produce the following screen:-

**Product Database Browser for COMTECH SOFTWARE**

Help Calc Notes Full List Print Labels Print List Change Code Export Prices New Product Back

Code Desc Barcode Pack 1 Weight UoM Unit Country

☐ Override Code Correction

Code	Description	Qty	Price	Stock
A120	LARGE W/M LOAF	1	0.75000	0.00
A120A	NEW TEST PRODUCT	1	1.00000	0.00
A121	SMALL W/M LOAF	1	0.58800	0.00
A121S	SMALL W/M SLICED	1	0.58800	0.00
A122	LARGE W/M SLICED	1	1.02000	0.00
A123		0	0.00000	6.00
A124	LG WHITE SLICED	1	1.03740	85.00
A124A	DOUBLE SLICED PACK	2	1.41750	-5.00
A125	LG WHT THICK SL	1	1.03740	83.00
A126	LARGE BROWN LOAF	1	0.92400	-38.00
A127	LG BROWN SLICED	1	0.94500	74.00
A128	LG BROWN THICK	1	0.94103	90.00
A129	GRAN LARGE	1	0.97125	17.00
A129-T	TRAY GRAN LARGE	10	8.97750	-6.00
A130	GRAN LG SLICED	1	0.98199	58.00
A131	GRAN LG THICK	1	0.97988	87.00
A132	SMALL WHITE LOAF	1	0.61988	85.00
A133	SM WHT SLICED	1	0.63031	53.00
A134	SM WHT THICK	1	0.62505	83.00
A135	SMALL BROWN LOAF	1	0.64071	113.00
A136	SM BROWN SLICED	1	0.64591	49.00
A137	SM BROWN THICK	1	0.64486	103.00
A138	SMALL GRAN LOAF	1	0.65118	95.00
A139	SM GRAN SLICED	1	0.65641	64.00
A140	SM GRAN THICK	1	0.65536	113.00
B100	WHITE COB LG	1	0.21000	0.00
B101	BROWN COB LG	1	0.22050	0.00
B102	GRAN COB LG	1	0.23100	0.00
B103	WHITE COB SM	1	0.15750	0.00
B104	BROWN COB SM	1	0.16800	0.00
B105	GRAN COB SM	1	0.17850	0.00
B334	WHITE COBS 6 PACK	6	1.03169	108.00
B335	BROWN COBS 6 PACK	6	0.97819	64.00
B336	GRAN COBS 6 PACK	6	1.07724	45.00
B337	WHITE COBS SM 12 PK	12	1.31510	117.00
B338	BROWN COBS SM 12 PK	12	1.32468	25.00

Price Calculator

Cost Selling Price Markup %

Price Information

List Price 1 0.00000  
List Price 2 0.00000  
List Price 3 0.00000  
List Price 4 0.00000  
List Price 5 0.00000

Per Tray Disc Group 0  
0 VAT 0.0%

Machine 0 Prod Group 0

Stock Control

Stock Level 0.00  
Min Stock Level 0.00  
Batch Size 0.00  
Lead Time 1

☒ For Sale  
☐ Mix

If you have already entered some products into the product database, these will appear in the blue listbox, as shown above.

## Entering a New Product

Click the 'New Product' button to get the empty database record.

**Entering New Record**

Help Calc Delete Item Export Prices Apply Cancel

Code Desc Barcode Pack 1 Weight UoM Unit Country

☐ Override Code Correction

Code	Description	Qty	Price	Stock
A120	LARGE W/M LOAF	1	0.75000	0.00
A120A	NEW TEST PRODUCT	1	1.00000	0.00
A121	SMALL W/M LOAF	1	0.58800	0.00
A121S	SMALL W/M SLICED	1	0.58800	0.00
A122	LARGE W/M SLICED	1	1.02000	0.00
A123		0	0.00000	6.00
A124	LG WHITE SLICED	1	1.03740	85.00
A124A	DOUBLE SLICED PACK	2	1.41750	-5.00
A125	LG WHT THICK SL	1	1.03740	83.00
A126	LARGE BROWN LOAF	1	0.92400	-38.00
A127	LG BROWN SLICED	1	0.94500	74.00
A128	LG BROWN THICK	1	0.94103	90.00
A129	GRAN LARGE	1	0.97125	17.00
A129-T	TRAY GRAN LARGE	10	8.97750	-6.00
A130	GRAN LG SLICED	1	0.98199	58.00
A131	GRAN LG THICK	1	0.97988	87.00
A132	SMALL WHITE LOAF	1	0.61988	85.00
A133	SM WHT SLICED	1	0.63031	53.00
A134	SM WHT THICK	1	0.62505	83.00
A135	SMALL BROWN LOAF	1	0.64071	113.00
A136	SM BROWN SLICED	1	0.64591	49.00
A137	SM BROWN THICK	1	0.64486	103.00
A138	SMALL GRAN LOAF	1	0.65118	95.00
A139	SM GRAN SLICED	1	0.65641	64.00
A140	SM GRAN THICK	1	0.65536	113.00
B100	WHITE COB LG	1	0.21000	0.00
B101	BROWN COB LG	1	0.22050	0.00
B102	GRAN COB LG	1	0.23100	0.00
B103	WHITE COB SM	1	0.15750	0.00
B104	BROWN COB SM	1	0.16800	0.00
B105	GRAN COB SM	1	0.17850	0.00
B334	WHITE COBS 6 PACK	6	1.03169	108.00
B335	BROWN COBS 6 PACK	6	0.97819	64.00
B336	GRAN COBS 6 PACK	6	1.07724	45.00
B337	WHITE COBS SM 12 PK	12	1.31510	117.00
B338	BROWN COBS SM 12 PK	12	1.32468	25.00

Price Calculator

Cost Selling Price Markup %

Price Information

List Price 1 0.00000  
List Price 2 0.00000  
List Price 3 0.00000  
List Price 4 0.00000  
List Price 5 0.00000

Per Tray Disc Group 1  
0 VAT 0.0%

Machine 0 Prod Group 0

Stock Control

Stock Level 0.00  
Min Stock Level 0.00  
Batch Size 0.00  
Lead Time 1

☒ For Sale  
☐ Mix

Enter the data as follows :-

## Code

Enter the unique code for this product. Care should be taken to make this meaningful. See notes above. If the code already exists you will not be allowed to use it and will have to enter an alternative. Spaces or non-alphanumeric characters are not allowed and these will be removed automatically as soon as you press the tab key to move on to the Description field.

## Description

Enter a concise description of the product, but keep the description as short as possible. The field allows up to 40 characters, but there is not room in some of the screen displays and printouts to show the full description, which will be truncated to fit. Do not use punctuation in the description as this can cause problems when exporting data to Excel or CSV files.

Hit the TAB key to move to the next field.

## Pack

Enter the number in the pack. This defaults to 1 if you don't enter anything different.

## Weight

Enter the weight of the item in kg. This is not essential, but can be of use if you wish to know the total weight of an order.

## Unit of Measure (UoM)

Click the dropdown box to get a selection of available units. The choices are Unit, Tray, Box, Pack, kg, gm, Litre or Metre. The most common used are Unit and Pack.

## Country

Mostly ignored, but can be used to indicate the Country of Origin if required.

## Price Information

You are allowed up to 5 Price Lists. **Price List 1** is the standard price list and the others are used for special customer groups who get preferential prices. If you are only using **Price List 1**, leave the other Price List boxes at zero. They will automatically be set to the same figure as **Price List 1** when you click Apply.

Enter the product selling price into Price List 1 box in GB£ (unless a different currency is being used) with up to 4 places of decimals for the pence. If the price is 55p (for example) you would

enter 0.55. You can enter prices to 4 places of decimals, if required, though 2 places would be more normal.

If you have a different price for the other price lists, enter these into the relevant boxes.

### **Discount Group (Disc Group)**

You can enter the product into a particular discount group, if required. These are numbered from 1 to 9. Usually you would put different types of product into specific discount groups. For example, you might put all your breads into Discount Group 1 and cakes into Discount Group 2, etc. Then each customer can be allocated a different discount for each type of product.

### **Per Tray**

If the product is sold in a tray, enter the number of items per tray in this box. Otherwise leave as zero.

### **VAT**

Most bakery products are zero rated, and this is the default setting for VAT. However, if a product has VAT applied to it, select the rate from the dropdown list.

### **Machine**

For the sake of analysis, if a product is made on a particular machine, or department, you can set the machine number here.

### **Product Group (Prod Group)**

This is similar to the Machine category above, though more general. Products can be allocated to a Product Group so that individual production lists can be produced. For example if all breads and rolls are made in a separate department from cakes, then if you set the Product Group of breads and rolls to '1' and cakes to '2', you will be able to print the production lists for these separately so that each department can have its own list.

### **Stock Control**

With a new product, the stock level will probably be zero. However, if you have already produced some stock, you can enter these into the Stock box.

If you wish to be alerted when the stock level drops below a certain figure, enter this **Min Stock Level** into the box.

### **Batch Size**

This is an important parameter if you use the Recipes Section. The batch size is the number of items that can be produced from a standard mix. For instance, you may be able to produce 100 large loaves from 1 standard dough mix. In this case the Batch Size would be set at 100. However, you might be able to make 250 large rolls from the same dough mix. So, in this case, the Batch Size would be 250. Otherwise you would leave the Batch Size as 1.

For more detailed description of this facility, see the Recipes Section.

### **Lead Time**

Lead time is normally set to 1 day, as this is normal for bread. That is, the bread is ordered the day before the delivery. However, with some items, it might take longer to make them. For instance cakes might take several days, so they would have to appear in the production lists several days before they are required for delivery. In this case, set the Lead Time to the number of days from start to delivery date. Default is 1.

### **For Sale**

Some products might not be sold as they are, but might be used as part of another product. If this is the case, the For Sale tickbox should be unticked. If the item is sold, as is, then the tickbox should be ticked. This is the default condition.

As an example of items not For Sale, you might produce a bread roll to be sold in packs of 4 or 8 but would not be sold singly.

### **Mix**

This tickbox is used to indicate that this product is used as part of another product. For instance, a dough mix would be set up as a product but would be set as a Mix and the For Sale would be unticked. That is, the dough mix would be for internal use only.

### **For Sale/Mix Examples**

You might have a large white loaf which could be sold unsliced, thin sliced or thick sliced. So you would create the Large White Loaf product and tick For Sale and Mix. You would then create products Large White Loaf Thin Sliced and Large White Loaf Thick Sliced and tick For Sale and untick Mix. You can now create orders for all three of these products and the delivery note and packing schedule would show these as different items. However, if you set up the Recipes for

these items as described in the Recipe Section, the production list will show the total number of Large White Loaves required to produce all the unsliced, thick sliced and thin sliced loaves.

## Barcode

If items are being sold to customers requiring EDI invoicing, each product will have an EAN number (or barcode number). This should be entered into the Barcode box. If EDI is not used, leave this box empty.

## Enter or Discard Record

Click Apply to save the new record, or click Cancel to discard it without saving.

## Editing an Existing Product

Double click the item to be edited in the Listbox. The following screen will appear :-

If a recipe exists for this product it will be shown in the mauve box. All the other parameters will be shown in the appropriate boxes and these can be changed as required, with the exception of the Code.

Make the changes required and then click Apply to save the changes or Cancel to leave the record unchanged.

## 2.4.2.3.1 Controls

This section has a number of buttons which are used as follows :-

The screenshot displays the 'Product Database Browser for COMTECH SOFTWARE' interface. The main area is a table listing products with columns: Code, Description, Qty, Price, and Stock. The table contains 38 rows of product data, including items like 'LARGE W/M LOAF', 'NEW TEST PRODUCT', 'SMALL W/M LOAF', etc. To the right of the table are several control panels. The 'Price Calculator' panel includes fields for Cost, Selling Price, and Markup %. The 'Price Information' panel includes five List Price fields (List Price 1 to List Price 5), Per Tray, Disc Group, and VAT. The 'Machine' and 'Prod Group' panels each have a numeric input field. The 'Stock Control' panel includes fields for Stock Level, Min Stock Level, Batch Size, and Lead Time. At the top of the window, there is a row of buttons: Help, Calc, Notes, Full List, Print Labels, Print List, Change Code, Export Prices, New Product, and Back.

The buttons are arranged along the top of the screen as shown above.

## New Product

Click this to enter a New Product. See Product Maintenance section.

## Export Prices

This is a facility that exports a file to the wsaler\edi folder for use in updating certain till systems.

## Change Code

As explained in an earlier section (Editing Product Record), the code cannot normally be changed as it is used to identify the product, uniquely, and is used to link to the other databases. However, it is sometimes beneficial to change a product code, and this can be done by clicking the 'Change Code' button. This will bring up another screen :-

The screenshot shows the 'Change Product Code' dialog box. It has a title bar with the text 'Change Product Code' and standard window control buttons. The main area contains two text boxes: 'Code of Product to be replaced' and 'New Code'. Below these text boxes are two buttons: 'Apply' and 'Cancel'.

Insert the code to be changed in the top edit box and the preferred code in the lower box and click apply. If the new code already exists, a message box will inform you and clear the New Code box to allow you to enter another option. Click Apply to change the code and this will trawl through all the databases and replace the old code with the new one.

## Make Selection of Products

It is possible to list only the products in a particular group by entering letters/numbers in the Code box. If you enter a letter 'B', the listbox will immediately show only the products whose code begins with 'B'. If you add a figure '1', it will then show all the products whose code begins with 'B1', and so on. This is why you were advised to select your codes with care in an earlier section.

## Print List

Click this to print the contents of the listbox. This may only be a part of the full product list if a selection has been made by entering characters into the Code box.

## Print Labels

**This section is not included yet.** However, when completed will allow you to print labels to be stuck onto product packaging.

## Full List

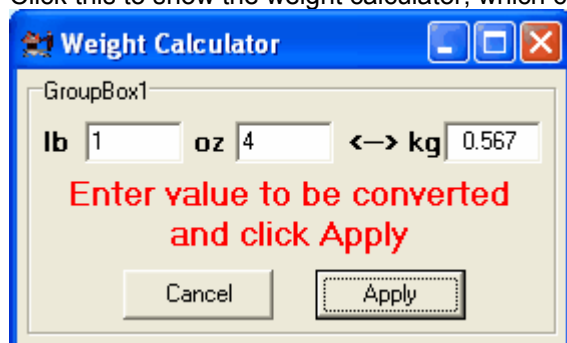
Click this to show the full product list. This has the same effect as removing any characters that have been entered into the Code box.

## Notes

This is the same as the Notes button in Customer Maintenance/Controls.

## Calc

Click this to show the weight calculator, which converts lbs ozs to kgs and vice versa.



Enter the lb and ozs and click Apply to get the figure in kg. Alternatively, enter the weight in kg and click Apply to get the lb oz equivalent.

## Price Calculator

This will enter the cost, selling price and markup when you edit a product (if it has a recipe to allow the cost to be calculated). You can then change the markup and it will calculate a new selling price. This is purely a calculator, and if you wish to implement the price change you will need to enter the new price into the required Price List box.

### 2.4.2.4 Ingredient Maintenance

Before recipes can be entered, it is necessary to enter the ingredients that go into making your product list. These will be the raw materials such as flour and water etc., but can also include items such as electricity and labour charges which will have a bearing on the product cost.

Code:      Description:      Unit of Measure: Unit

Supplier:      +

Code	Description	UoM	Cost	Stock
A1120	FLOUR TEMP	kg	9.8980	100.00
A1121	FLOUR WHITE	kg	11.1100	31939.00
A1122	FLOUR BROWN	kg	0.3838	60.00
A1123	FLOUR GRAN	kg	12.0998	30863.00
A2213	PORK PIE LG	Unit	0.3535	76.00
A2214	PORK PIE SMALL	Unit	12.2745	480.00
B3141	YEAST	kg	3.2875	40.40
C1132	MILK	Litre	0.8028	191.70
C3346	WATER	Litre	0.0050	578.05
D1000	PORK - LEAN	kg	323.2000	750.00
D1100	FAT - PORK	kg	50.5000	350.00
D1200	LARD	kg	45.4500	500.00
D1423	FAT	kg	4.6127	13.95
E1000	RUSKS	kg	30.3000	150.00
E1100	SEASONING	kg	60.6000	500.00
E3324	SALT	kg	1.2524	43.34
E3325	SUGAR	kg	2.5250	348.40
E3350	IMPROVER	kg	1.6433	5.73
F1000	PLASTIC WRAP	Unit	15.9075	-9920.50
F1100	BOX TYPE 1	Unit	12.1200	-4388.00
F1200	BOX TYPE 2	Unit	14.1466	-3128.00
H0001	BEST HAM	kg	3.2320	-186.00
Z1133	ELECTRICITY	Unit	0.0606	-206.25
Z1134	MAN-HOURS	Unit	3.8064	-116.71
Z1135	SLICING	Unit	0.0020	-10948.00

**Stock Control (UoM)**

Stock Level: 0.00

Minimum Stock: 0.00

Purchase Qty: 1.00

**Cost Information**

(Purchase Quantity)

Cost: 0.0000

VAT: 0.0%

**Price Changes**

Percentage Price Change for Ingredients in Listbox

Change Cost Prices: 0.0 %

Adjust Price Lists to reflect cost changes

Change Prices

The above screen shows a typical ingredient list. As with all database members, ingredients require a unique code. These should be chosen with the same care as the codes for the products.

## Entering a New Ingredient

Click the 'New Ingredient' button to obtain an empty database record. Enter the record fields as follows:-

### Code

Enter your chosen code for this ingredient and press the tab key to move on to the next field. If this code already exists, a window will appear to inform you. If this is the case, enter new code and press the tab key again.

### Description

Enter a description of the ingredient, but keep it as concise as possible for the sake of clarity. Press the tab key to move on.

### Supplier

Select a supplier from the dropdown list. These will be taken from your Supplier Database. Press the tab key to move on.

### Unit of Measurement (UoM)

Select a unit of measurement from the dropdown list. For example, if you buy and use flour in kgs, select the kg option. Press the tab key to move on.

### Stock Level

If you already have stock of this item, enter the amount of stock that you have in the Units you have selected. As you use the ingredients the amount used will be removed from the stock figure and will be flagged up, when you print the production lists, if there is likely to be a shortage. Press the tab key to move on.

### Minimum Stock (Min Stock)

Set this to the level you do not wish the stock level to drop below. Set something for this for all ingredients that that can run out, even if you are not using the stock control. For ingredients on constant supply, such as water, electricity and labour, set the Min Stock to zero so that it won't be flagged up as being short and the actual stock level will not be reduced with use. Press the tab key to move on.



## Purchase Quantity

Set this to the typical quantity quoted for. If you are given the price for 50 kg bags, for instance, then enter 50.00 into the Purchase Quantity box. Press the tab key to move on.

## Cost

This is the cost for the purchase quantity. It doesn't mean you have to buy just that quantity, but it allows the programme to calculate the cost per kg. Press the tab key to move on.

## VAT

Select the VAT percentage from the dropdown list. The default is zero as this is most often the case with foodstuffs.

## Save the New Record

Click 'Apply' to save the new record. This will now appear in your ingredient list.

### 2.4.2.4.1 Controls

There are a number of buttons at the top of the screen which have the following uses:-

## Find

This allows you to make a specific selection of items from the list. Click the 'Find' button and enter the details for the selection. Click 'Apply' to make the selection. For example a single letter in the Code box will select all the ingredients starting with this letter. If you were to enter A11, for example, it would list all the ingredients with codes starting A11. You can do the same with the Description box, or you can select a supplier from the dropdown box, in which case it will display all ingredients supplied by that supplier.

## Edit Record

Double-click the record in the list.

The screenshot shows the 'Editing Ingredient' window. At the top, there are buttons for 'Help', 'Calc', 'Delete Record', 'Apply' (with a green checkmark), and 'Cancel' (with a red X). Below these are input fields for 'Code' (A1121), 'Description' (FLOUR WHITE), and 'Unit of Measure' (kg). A 'Supplier' dropdown shows 'PBFM PATELY BRIDGE FLOUR MILLS'. The main area is a table of ingredients with columns for Code, Description, UoM, Cost, and Stock. The table is highlighted in green. To the right of the table are three panels: 'Stock Control (UoM)' with fields for Stock Level (31939.00), Minimum Stock (3.00), and Purchase Qty (32.00); 'Cost Information' with fields for Cost (11.1100) and VAT (0.0%); and 'Price Changes' with a field for Percentage Price Change (0.0%) and a 'Change Prices' button. At the bottom right, there is an 'Adjust Price Lists to reflect cost changes' button.

Code	Description	UoM	Cost	Stock
A1120	FLOUR THERP	kg	9.9900	100.00
A1122	FLOUR BROWN	kg	0.3838	80.00
A1123	FLOUR GRAM	kg	12.0998	30863.00
A2213	PORK PIE LG	Unit	9.2535	76.00
A2214	PORK PIE SMALL	Unit	12.2745	480.00
B2141	YEAST	kg	3.2875	40.40
C1132	MILK	litre	0.6028	191.70
C2346	WATER	litre	0.0060	578.05
D1000	PORK - LEAN	kg	323.2000	750.00
D1100	FAT - PORK	kg	50.5000	350.00
D1200	LARD	kg	45.4500	500.00
D1423	FAT	kg	4.6127	13.95
E1000	RUSKS	kg	30.3000	120.00
E1100	SEASONING	kg	20.6000	500.00
E2324	SALT	kg	1.2524	43.34
E2325	SUGAR	kg	2.5250	348.40
E2350	IMPROVER	kg	1.6433	5.73
F1000	PLASTIC WRAP	Unit	15.9075	-9920.50
F1100	BOX TYPE 1	Unit	12.1200	-4988.00
F1200	BOX TYPE 2	Unit	14.1466	-3128.00
H0001	BEST HAM	kg	3.2320	-186.00
Z1133	ELECTRICITY	Unit	0.6806	-206.25
Z1134	HAN-HOURS	Unit	3.6064	-116.71
Z1135	SLICING	Unit	0.0020	-10948.00

As you will see, the code cannot be edited though the other fields can be. After making the changes required, click Apply to save them or click Cancel to leave the record unchanged.

## Delete Record

While editing a record, the Delete button will be visible. Click this to delete an ingredient. If the ingredient is used in a recipe, a warning message will tell you so and the ingredient will not be deleted. You must now remove this ingredient from all recipes containing it. The easiest way of

doing this is to replace it with an alternative ingredient. Then you will be able to delete the ingredient.

### Alternative Ingredient

After setting up all your recipes, you may want to change one of them to a different type or the same type from a different supplier. If you use this option, it allows you to replace an ingredient with an alternative one from the Ingredient List in all the recipes. When you click 'Alternative Ingredient', it will give you the following screen.

Enter the code of the ingredient to be replaced in the top box, and the code of the ingredient that is to replace it in the second box. If you require a different amount of the new ingredient enter the proportion into the bottom box. Click 'Apply' to replace the ingredient. As an example, suppose you wish to use a different type of improver. The new improver must first be entered into the ingredient list and its code noted. You would then enter the code of the current improver into the top box and the code of the new improver into the second box. Now suppose that you only require 80% of the amount of new improver. Enter 0.8 into the bottom box. Click Apply and every entry of the original improver will be replaced by the new improver and the amounts required will be adjusted to 0.8 times the original amount.

If you enter a code which is not in the ingredient list, an error message will appear.

### Print List

This will print the ingredient list as appearing in the Listbox. This may be either the full list, or a selection made using the FIND function. See above for making a selection of ingredients.

### Full List

If a selection has been made, clicking this button will show the full ingredient list.

### Notes, Calc and Help

These are the same as in the Product Maintenance section.

### Change Cost Prices

If a group of ingredients have a percentage price change, the prices of these can be changed as follows:-

1. Select the ingredients required using the FIND facility.
2. Enter the percentage price change in the box beside the 'Change Cost Prices' button.
3. Click the button and the price change will be applied to the selected products.



### Adjust Price Lists to Reflect change in Costs

After changing the prices of ingredients, it is possible to change all the selling prices to reflect this change in cost. Click the 'Change Prices' button to do this. **NB This will not change the Customer Special Prices.**

#### 2.4.2.5 Recipe Maintenance

This section is extremely useful in producing a meaningful production list. However, the programme can be used perfectly well without the recipes being used, but we advise that you enter the recipes as there is so much to be gained from this.

**Recipe Maintenance**

Help      Apply       Back 

Calc

---

**Product**

Code  Description  Batch Size

---

**Ingredient**

Code  Description  Quantity  UoM

---

A120	* LARGE W/M LOAF	Unit
A120A	NEW TEST PRODUCT	Unit
A121	* SMALL W/M LOAF	Unit
A121S	* SMALL W/M SLICED	Unit
A122	* LARGE W/M SLICED	Unit
A124	* LG WHITE SLICED	Unit
A124A	DOUBLE SLICED PACK	Unit
A125	* LG WHT THICK SL	Unit
A126	* LARGE BROWN LOAF	Unit
A127	* LG BROWN SLICED	Unit
A128	* LG BROWN THICK	Unit
A129	* GRAN LARGE	Unit
A129-T	TRAY GRAN LARGE	Pack
A130	* GRAN LG SLICED	Unit
A131	* GRAN LG THICK	Unit
A132	* SMALL WHITE LOAF	Unit
A133	* SM WHT SLICED	Unit
A134	* SM WHT THICK	Unit
A135	* SMALL BROWN LOAF	Unit
A136	* SM BROWN SLICED	Unit
A137	* SM BROWN THICK	Unit
A138	* SMALL GRAN LOAF	Unit
A139	* SM GRAN SLICED	Unit
A140	* SM GRAN THICK	Unit
B100	* WHITE COB LG	Unit
B101	* BROWN COB LG	Unit
B102	* GRAN COB LG	Unit
B103	* WHITE COB SM	Unit
B104	* BROWN COB SM	Unit

The product list is shown in the blue box, and any product which has a recipe is marked with an asterisk(\*).

### Entering a new Recipe or Editing an Existing Recipe.

Double-click the product for which you wish to enter or edit a recipe. If the product has an asterisk next to it the existing recipe will be listed in the right-hand listbox.

To simplify the recipes, we must first start with the dough mixes. Make sure you have products entered for each dough mix. These will be set as Mix and **not** For Sale. Let us consider a White Dough Mix. Double-click the White Dough Mix in the product list.

**Recipe Maintenance**

Help    Print List    Delete Recipe    Apply    Editing Complete

Calc

Product  
Code: M350    Description: WHITE DOUGH MIX    Batch Size: 1.00

Ingredient  
Code:    Description:    Quantity:    UoM:

A1120	FLOUR TEMP	kg	
A1121	FLOUR WHITE	kg	
A1122	FLOUR BROWN	kg	
A1123	FLOUR GRAN	kg	
A120	* LARGE W/M LOAF	Unit	
A121	* SMALL W/M LOAF	Unit	
A126	* LARGE BROWN LOAF	Unit	
A129	* GRAN LARGE	Unit	
A132	* SMALL WHITE LOAF	Unit	
A135	* SMALL BROWN LOAF	Unit	
A138	* SMALL GRAN LOAF	Unit	
A2213	PORK PIE LG	Unit	
A2214	PORK PIE SMALL	Unit	
B100	* WHITE COB LG	Unit	
B101	* BROWN COB LG	Unit	
B102	* GRAN COB LG	Unit	
B103	* WHITE COB SM	Unit	
B104	* BROWN COB SM	Unit	
B105	* GRAN COB SM	Unit	
B3141	YEAST	kg	
C1132	MILK	Litre	
C201	* PORK PIE SMALL	Unit	
C3346	WATER	Litre	
D1000	PORK - LEAN	kg	
D1100	FAT - PORK	kg	
D1200	LARD	kg	
D1423	FAT	kg	
E1000	RUSKS	kg	
E1100	SEASONING	kg	
A1121	FLOUR WHITE	45.000	ING
B3141	YEAST	1.200	ING
C3346	WATER	30.000	ING
E3324	SALT	0.960	ING
E3350	IMPROVER	0.360	ING
Z1133	ELECTRICITY	0.150	ING
Z1134	MAN-HOURS	0.012	ING

## White Dough Mix

This shows the recipe that has been entered for the dough mix. Note that it is for quite a large amount of dough. The amount is irrelevant, but should be the maximum amount that can be mixed in one go in the existing machinery.

To add further ingredients, double-click the ingredient in the green ingredient list and enter the quantity required. Then hit the RTN key or click 'Apply'. Click 'Editing Complete' when you have entered all the ingredients required.

## Large White Loaf

This would apply to any product that uses the white dough mix. The large White loaf has a batch quantity equal to the number of loaves that can be made from one dough mix. The recipe for the Large White Loaf would be as follows:-

**Recipe Maintenance**

Help    Print List    Delete Recipe    Apply    Editing Complete

Calc

Product  
Code: A120    Description: LARGE W/M LOAF    Batch Size: 100.00

Ingredient  
Code:    Description:    Quantity:    UoM:   

A1120	FLOUR TEMP	kg	
A1121	FLOUR WHITE	kg	
A1122	FLOUR BROWN	kg	
A1123	FLOUR GRAN	kg	
A120	* LARGE W/M LOAF	Unit	
A121	* SMALL W/M LOAF	Unit	
A126	* LARGE BROWN LOAF	Unit	
A129	* GRAN LARGE	Unit	
A132	* SMALL WHITE LOAF	Unit	
A135	* SMALL BROWN LOAF	Unit	
A138	* SMALL GRAN LOAF	Unit	
A2213	PORK PIE LG	Unit	
A2214	PORK PIE SMALL	Unit	
B100	* WHITE COB LG	Unit	
B101	* BROWN COB LG	Unit	
B102	* GRAN COB LG	Unit	
B103	* WHITE COB SM	Unit	
B104	* BROWN COB SM	Unit	
B105	* GRAN COB SM	Unit	
B3141	YEAST	kg	
C1132	MILK	Litre	
C201	* PORK PIE SMALL	Unit	
C3346	WATER	Litre	
D1000	PORK - LEAN	kg	
D1100	FAT - PORK	kg	
D1200	LARD	kg	
D1423	FAT	kg	
E1000	RUSKS	kg	
E1100	SEASONING	kg	
M350	WHITE DOUGH MIX	1.000 Mix	
Z1133	ELECTRICITY	2.500 ING	
Z1134	MAN-HOURS	0.300 ING	





So the recipe for the large white loaf is 1 dough mix. This is because 1 dough mix will make a batch of white loaves. The added ingredients at this stage are things like electricity and labour charges. This will give you a much better control over the costs.

If the Large White Loaf is set as For Sale and as a Mix, it can be used as part of another product such as a sliced loaf.

## Large White Sliced

**Recipe Maintenance**

Help    Print List    Delete Recipe    Apply    Editing Complete

Calc                

Product  
Code: A124    Description: LG WHITE SLICED    Batch Size: 1.00

Ingredient  
Code:    Description:    Quantity:    UoM:

A1120	FLOUR TEMP	kg	
A1121	FLOUR WHITE	kg	
A1122	FLOUR BROWN	kg	
A1123	FLOUR GRAN	kg	
A120	* LARGE W/M LOAF	Unit	
A121	* SMALL W/M LOAF	Unit	
A126	* LARGE BROWN LOAF	Unit	
A129	* GRAN LARGE	Unit	
A132	* SMALL WHITE LOAF	Unit	
A135	* SMALL BROWN LOAF	Unit	
A138	* SMALL GRAN LOAF	Unit	
A2213	PORK PIE LG	Unit	
A2214	PORK PIE SMALL	Unit	
B100	* WHITE COB LG	Unit	
B101	* BROWN COB LG	Unit	
B102	* GRAN COB LG	Unit	
B103	* WHITE COB SM	Unit	
B104	* BROWN COB SM	Unit	
B105	* GRAN COB SM	Unit	
B3141	YEAST	kg	
C1132	MILK	Litre	
C201	* PORK PIE SMALL	Unit	
C3346	WATER	Litre	
D1000	PORK - LEAN	kg	
D1100	FAT - PORK	kg	
D1200	LARD	kg	
D1423	FAT	kg	
E1000	RUSKS	kg	
E1100	SEASONING	kg	

A120	LARGE W/M LOAF	1.000	Mix
F1000	PLASTIC WRAP	1.000	ING
Z1135	SLICING	1.000	ING

So the recipe for a large white sliced loaf is 1 large white loaf. There are also some extra ingredients such as Plastic wrap and the slicing process.

## Recipe Structure

So we start with the basic mix (dough mix) made up of the individual ingredients. This is used as the main component of all the loaves and rolls etc., that use that dough mix. This simplifies the contents of all the recipes that use the dough mix as you don't have to enter all the constituent ingredients of the dough. Then the basic units such as the large white loaf or white bap can be used as the main ingredient for sliced versions or multi-packs.

```

Ingredient 1 ---|
Ingredient 2 ---|
Ingredient 3 ---|
Ingredient 4 ---|----->Mix 1 ----->|---->Prod 3/Mix2----->|---->Sub Prod 2
Ingredient 5 ---|
Ingredient 6 ---|
Ingredient 7 ---|

```

## Delete Recipe

When a recipe is displayed (after double-clicking a product) you can delete the complete recipe by clicking the 'Delete Recipe' button.

## Edit or Delete a Recipe Component

If you need to remove an item from the recipe for a product, double click the product to display the recipe.

**Recipe Maintenance**

Help    Print List    Delete Recipe    Remove Entry    Apply    Editing Complete

Calc

Product  
Code: A120    Description: LARGE W/M LOAF    Batch Size: 100.00

Ingredient  
Code: Z1134    Description: MAN-HOURS    Quantity: 0.300    UoM:

A1120	FLOUR TEMP	kg
A1121	FLOUR WHITE	kg
A1122	FLOUR BROWN	kg
A1123	FLOUR GRAN	kg
A120	* LARGE W/M LOAF	Unit
A121	* SMALL W/M LOAF	Unit
A126	* LARGE BROWN LOAF	Unit
A129	* GRAN LARGE	Unit
A132	* SMALL WHITE LOAF	Unit
A135	* SMALL BROWN LOAF	Unit
A138	* SMALL GRAN LOAF	Unit
A2213	PORK PIE LG	Unit
A2214	PORK PIE SMALL	Unit
B100	* WHITE COB LG	Unit
B101	* BROWN COB LG	Unit
B102	* GRAN COB LG	Unit
B103	* WHITE COB SM	Unit
B104	* BROWN COB SM	Unit
B105	* GRAN COB SM	Unit
B3141	YEAST	kg
C1132	MILK	Litre
C201	* PORK PIE SMALL	Unit
C3346	WATER	Litre
D1000	PORK - LEAN	kg
D1100	FAT - PORK	kg
D1200	LARD	kg
D1423	FAT	kg
E1000	RUSKS	kg
E1100	SEASONING	kg

M350	WHITE DOUGH MIX	1.000	Mix
Z1133	ELECTRICITY	2.500	ING

Then double-click the item in the recipe that you wish to remove. This item will be removed from the list and be placed in the green editing block. If you merely want to change the quantity, edit the quantity in the edit box and click 'Apply'. However, to delete the item completely, click 'Remove Entry' to delete it completely.

## Print List

Click this button to print the recipe for the selected product.

## Calc and Help

These buttons work in the same way as the same buttons on the Ingredient and Product Maintenance screens.

### 2.4.2.6 Price List Maintenance

Besides being able to change the price of products in the Product Maintenance section, there is a section solely aimed at handling Pricing.

Price List Maintenance for COMTECH SOFTWARE LTD.....

[Full List](#)
[Print List](#)
[Update Prices](#)
[Print Special](#)
[Customer Selection](#)
[Back](#)

Code:

Description:

[Set New](#)

Price Changes

Global Price Change:

☐ Fixed ☒ % change

[Clear Special List Dates](#)

A120	LARGE W/M LOAF	0.7495	0.7495	0.7495	0.5246	0.7495	0.9294	N/A	N/A
A120A	NEW TEST PRODUCT	1.0000	1.0000	1.0000	1.0000	1.0000	0.0000	N/A	N/A
A121	SMALL W/M LOAF	0.5879	0.5879	0.5879	0.5249	0.5879	0.5599	N/A	N/A
A121S	SMALL W/M SLICED	0.5880	0.5880	0.5880	0.5880	0.5880	0.5600	N/A	N/A
A122	LARGE W/M SLICED	1.0200	1.0200	1.0200	1.0200	1.0200	0.9700	N/A	N/A
A124	LG WHITE SLICED	1.0374	1.0805	0.9839	0.9733	1.0049	0.9880	N/A	N/A
A124A	DOUBLE SLICED PACK	1.4175	1.4175	1.4175	1.4175	1.4175	1.3500	N/A	N/A
A125	LG WHT THICK SL	1.0374	1.0374	1.0259	1.0153	1.0049	0.9880	N/A	N/A
A126	LARGE BROWN LOAF	0.9219	0.9219	0.9219	0.9219	0.9219	0.8780	N/A	N/A
A127	LG BROWN SLICED	0.9450	0.9450	0.9450	0.9450	0.9450	0.9000	N/A	N/A
A128	LG BROWN THICK	0.9410	0.9410	0.9410	0.9410	0.9410	0.8962	N/A	N/A
A129	GRAN LARGE	0.9709	0.9709	0.9709	0.9709	0.9709	0.9247	N/A	N/A
A129-T	TRAY GRAN LARGE	8.9775	8.9775	8.9775	8.9775	8.9775	8.5500	N/A	N/A
A130	GRAN LG SLICED	0.9820	0.9820	0.9820	0.9820	0.9820	0.9352	N/A	N/A
A131	GRAN LG THICK	0.9799	0.9799	0.9799	0.9799	0.9799	0.9332	N/A	N/A
A132	SMALL WHITE LOAF	0.6197	0.6197	0.6197	0.6197	0.6197	0.5901	N/A	N/A
A133	SM WHT SLICED	0.6303	0.6303	0.6303	0.6303	0.6303	0.6003	N/A	N/A
A134	SM WHT THICK	0.6251	0.6251	0.6251	0.6251	0.6251	0.5953	N/A	N/A
A135	SMALL BROWN LOAF	0.6397	0.6397	0.6397	0.6397	0.6397	0.6093	N/A	N/A
A136	SM BROWN SLICED	0.6459	0.6459	0.6459	0.6459	0.6459	0.6152	N/A	N/A
A137	SM BROWN THICK	0.6449	0.6449	0.6449	0.6449	0.6449	0.6142	N/A	N/A
A138	SMALL GRAN LOAF	0.6502	0.6502	0.6502	0.6502	0.6502	0.6192	N/A	N/A
A139	SM GRAN SLICED	0.6564	0.6564	0.6564	0.6564	0.6564	0.6251	N/A	N/A
A140	SM GRAN THICK	0.6554	0.6554	0.6554	0.6554	0.6554	0.6241	N/A	N/A
B100	WHITE COB LG	0.2094	0.2094	0.2094	0.1496	0.2094	0.1994	N/A	N/A
B101	BROWN COB LG	0.2202	0.2202	0.2202	0.2202	0.2202	0.2097	N/A	N/A
B102	GRAN COB LG	0.2308	0.2308	0.2308	0.2308	0.2308	0.2198	N/A	N/A
B103	WHITE COB SM	0.1570	0.1570	0.1570	0.1570	0.1570	0.1496	N/A	N/A
B104	BROWN COB SM	0.1677	0.1677	0.1677	0.1677	0.1677	0.1598	N/A	N/A
B105	GRAN COB SM	0.1783	0.1783	0.1783	0.1783	0.1783	0.1698	N/A	N/A
B334	WHITE COBS 6 PACK	1.0317	0.9707	0.9602	0.9707	0.9602	0.9826	N/A	N/A




This shows the product list with the 5 price lists as well as the special price list.

## Changing a single current price

Simply double-click the product in the list.




**Editing Product**

Print Special  **Apply**  **Cancel** 

Code: A121S  
Description: SMALL W/M SLICED

A120	LARGE W/M LOAF	0.7495	0.7495	0.7495	0.5246	0.7495
A120A	NEW TEST PRODUCT	1.0000	1.0000	1.0000	1.0000	1.0000
A121	SMALL W/M LOAF	0.5879	0.5879	0.5879	0.5249	0.5879
A122	LARGE W/M SLICED	1.0200	1.0200	1.0200	1.0200	1.0200
A124	LG WHITE SLICED	1.0374	1.0805	0.9839	0.9733	1.0049
A124A	DOUBLE SLICED PACK	1.4175	1.4175	1.4175	1.4175	1.4175
A125	LG WHT THICK SL	1.0374	1.0374	1.0259	1.0153	1.0049
A126	LARGE BROWN LOAF	0.9219	0.9219	0.9219	0.9219	0.9219
A127	LG BROWN SLICED	0.9450	0.9450	0.9450	0.9450	0.9450
A128	LG BROWN THICK	0.9410	0.9410	0.9410	0.9410	0.9410
A129	GRAN LARGE	0.9709	0.9709	0.9709	0.9709	0.9709
A129-T	TRAY GRAN LARGE	8.9775	8.9775	8.9775	8.9775	8.9775
A130	GRAN LG SLICED	0.9820	0.9820	0.9820	0.9820	0.9820
A131	GRAN LG THICK	0.9799	0.9799	0.9799	0.9799	0.9799
A132	SMALL WHITE LOAF	0.6197	0.6197	0.6197	0.6197	0.6197
A133	SM WHT SLICED	0.6303	0.6303	0.6303	0.6303	0.6303
A134	SM WHT THICK	0.6251	0.6251	0.6251	0.6251	0.6251
A135	SMALL BROWN LOAF	0.6397	0.6397	0.6397	0.6397	0.6397
A136	SM BROWN SLICED	0.6459	0.6459	0.6459	0.6459	0.6459
A137	SM BROWN THICK	0.6449	0.6449	0.6449	0.6449	0.6449
A138	SMALL GRAN LOAF	0.6502	0.6502	0.6502	0.6502	0.6502
A139	SM GRAN SLICED	0.6564	0.6564	0.6564	0.6564	0.6564
A140	SM GRAN THICK	0.6554	0.6554	0.6554	0.6554	0.6554
B100	WHITE COB LG	0.2094	0.2094	0.2094	0.1496	0.2094
B101	BROWN COB LG	0.2202	0.2202	0.2202	0.2202	0.2202
B102	GRAN COB LG	0.2308	0.2308	0.2308	0.2308	0.2308
B103	WHITE COB SM	0.1570	0.1570	0.1570	0.1570	0.1570
B104	BROWN COB SM	0.1677	0.1677	0.1677	0.1677	0.1677
B105	GRAN COB SM	0.1783	0.1783	0.1783	0.1783	0.1783
B334	WHITE COBS 6 PACK	1.0317	0.9707	0.9602	0.9707	0.9602
B335	BROWN COBS 6 PACK	0.9782	0.9221	0.9124	0.9216	0.9117

**Price Changes**  
Global Price Change: 0.00



**Clear Special List Dates** 

	Price	Change	%
List 1	0.58800	0.00	%
List 2	0.58800	0.00	%
List 3	0.58800	0.00	%
List 4	0.58800	0.00	%
List 5	0.58800	0.00	%

**Cost** **Margin**  
0.13151 347.10 %

**Special Price**  
0.56000 0.00 %

**First and Last Dates on which Special Prices Apply**

First:  **Date**   
Last:  **Date** 

☐ Hold Dates

Then change the prices as required and click 'Apply'. If you set or change a 'Special Price' you will also have to set the start and end dates between which the Special Price will apply. Click the date button.

**Select Date**

June 2011

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Last Month Next Month  
Last Year Next Year  
Today **OK**

Date Selected: 7/6/2011

Double-click the required date to set the date.

## Setting a Global Price Change

Enter the required change. This can either be a percentage change or a change of a fixed amount. Tick the required option. Click 'Update Prices' to make the changes. **N.B. When the prices are changed, existing orders will not be affected. These will remain at the prices applicable at the time they were raised. The new prices will be applied to any order raised after the change is implemented.**

## Setting Price Changes for Future Activation

You might want to set up a price list for implementation at a later date. This can be done by clicking the 'Set New' button. This will bring up the following screen:-

**Set New Prices in Advance of Price Change**

**NEW PRICES**

Code:  Product Description:

Print Prices Back

Enter New Prices

List 1	List 2	List 3	List 4	List 5
<input type="text" value="0.7500"/>	<input type="text" value="0.7500"/>	<input type="text" value="0.7500"/>	<input type="text" value="0.5250"/>	<input type="text" value="0.7500"/>

☒ Include 1
 ☒ Include 2
 ☒ Include 3
 ☒ Include 4
 ☒ Include 5

Code	Product Description	List 1	List 2	List 3	List 4	List 5
A120	LARGE W/M LOAF	0.7500	0.7500	0.7500	0.5250	0.7500
A120A	NEW TEST PRODUCT	1.0000	1.0000	1.0000	1.0000	1.0000
A121	SMALL W/M LOAF	0.5880	0.5880	0.5880	0.5250	0.5880
A121S	SMALL W/M SLICED	0.5880	0.5880	0.5880	0.5880	0.5880
A122	LARGE W/M SLICED	1.0200	1.0200	1.0200	1.0200	1.0200
A124	LG WHITE SLICED	1.0374	1.0805	0.9839	0.9733	1.0049
A124A	DOUBLE SLICED PACK	1.4175	1.4175	1.4175	1.4175	1.4175
A125	LG WHT THICK SL	1.0374	1.0374	1.0259	1.0153	1.0049
A126	LARGE BROWN LOAF	0.9240	0.9240	0.9240	0.9240	0.9240
A127	LG BROWN SLICED	0.9450	0.9450	0.9450	0.9450	0.9450
A128	LG BROWN THICK	0.9410	0.9410	0.9410	0.9410	0.9410
A129	GRAN LARGE	0.9712	0.9712	0.9712	0.9712	0.9712
A129-T	TRAY GRAN LARGE	8.9775	8.9775	8.9775	8.9775	8.9775
A130	GRAN LG SLICED	0.9820	0.9820	0.9820	0.9820	0.9820
A131	GRAN LG THICK	0.9799	0.9799	0.9799	0.9799	0.9799
A132	SMALL WHITE LOAF	0.6199	0.6199	0.6199	0.6199	0.6199
A133	SM WHT SLICED	0.6303	0.6303	0.6303	0.6303	0.6303
A134	SM WHT THICK	0.6251	0.6251	0.6251	0.6251	0.6251
A135	SMALL BROWN LOAF	0.6407	0.6407	0.6407	0.6407	0.6407
A136	SM BROWN SLICED	0.6459	0.6459	0.6459	0.6459	0.6459
A137	SM BROWN THICK	0.6449	0.6449	0.6449	0.6449	0.6449
A138	SMALL GRAN LOAF	0.6512	0.6512	0.6512	0.6512	0.6512
A139	SM GRAN SLICED	0.6564	0.6564	0.6564	0.6564	0.6564
A140	SM GRAN THICK	0.6554	0.6554	0.6554	0.6554	0.6554
B100	WHITE COB LG	0.2100	0.2100	0.2100	0.1500	0.2100
B101	BROWN COB LG	0.2205	0.2205	0.2205	0.2205	0.2205
B102	GRAN COB LG	0.2310	0.2310	0.2310	0.2310	0.2310
B103	WHITE COB SM	0.1575	0.1575	0.1575	0.1575	0.1575
B104	BROWN COB SM	0.1680	0.1680	0.1680	0.1680	0.1680
B105	GRAN COB SM	0.1785	0.1785	0.1785	0.1785	0.1785
B334	WHITE COBS 6 PACK	1.0317	0.9707	0.9602	0.9707	0.9602
B335	BROWN COBS 6 PACK	0.9782	0.9221	0.9124	0.9216	0.9117

The first product will appear in the editing boxes at the top with the first list price highlighted. Change this if required and press the tab key to move on to the next list. Repeat this for each price list until you reach the last one. Now when you press the tab key it will save the current product and load the next one with the first list price selected. If you only want to change a few product prices, you can double-click the product to bring it into the editing boxes.

## Changing Prices for only one of the Price Lists

There are tickboxes under each of the editing boxes. Untick any that you don't want to edit. For example, if you only want to change Price List 3, that should be the only one ticked. Then the selected price will be the Price List 3 price and when you hit the tab key it will move to the same List Price on the next product.

## Next/Prev

These buttons allow you to scroll up or down the list. This is useful if there are products that don't need editing.

## Apply

Click Apply to finish editing and save the current product prices.

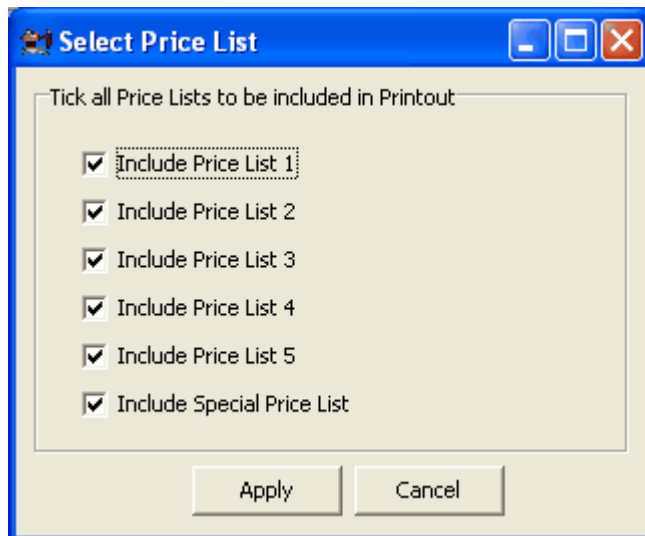
## Making a Selection

You can reduce the list by making a group selection. This can be useful if you are changing the prices of only one type of product. This applies to only the bulk price changes and can also be useful in printing price lists.

Enter a part code into the code box and the selection will occur automatically. The more characters you enter, the shorter will the list be.

## Print List

Click this to print a price list for the products listed. You will then get a window that allows you to select the price lists you require to be printed.



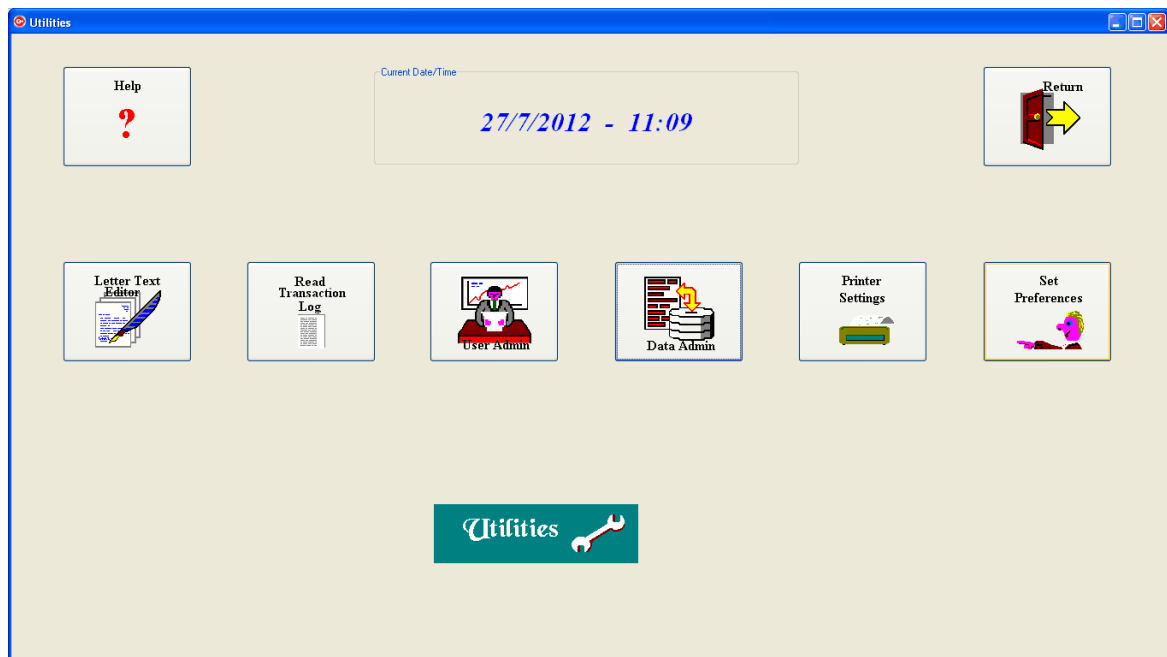
Untick the lists that you don't want to print, then click Apply to print the list, or Cancel to abort the printing.

## Full List

Click this to restore the full list of products after a selection has been made.

## 2.5 Utilities

This is the main Utilities section.



1. **Letter Text Editor** - This section allows you to enter text for use in printing letters for mail merging.
2. **Read Transaction Log** - This allows you to view the log that is recorded of selected transactions.
3. **User Admin** - This allows you set the usernames and passwords of the permitted users of the system and setting the areas of access they are allowed.
4. **Data Admin** - This section is for dealing with data problems, importing new prices, and importing and exporting of data.
5. **Printer Settings** - This allows you to set margins etc., and logo colour for monochrome

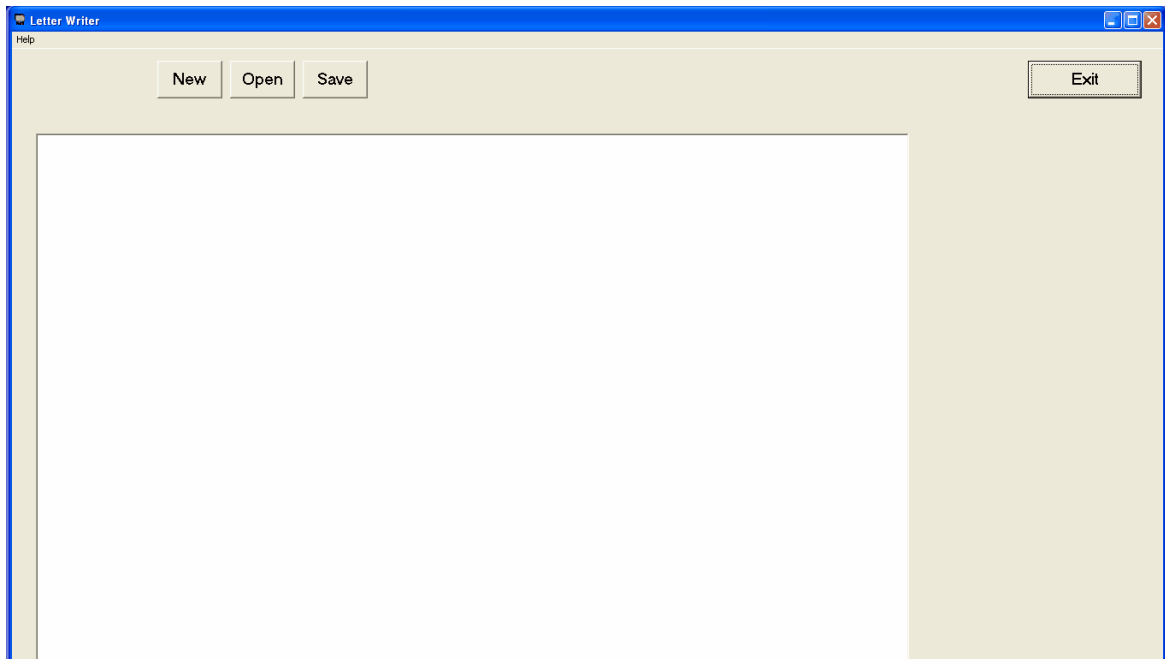
logos. The system will now handle full colour logos, so this facility is mainly redundant.

6. **Preferences** - This section allows you to set all the detailed preferences for the use of the programme.

### 2.5.1 Letter Text Editor

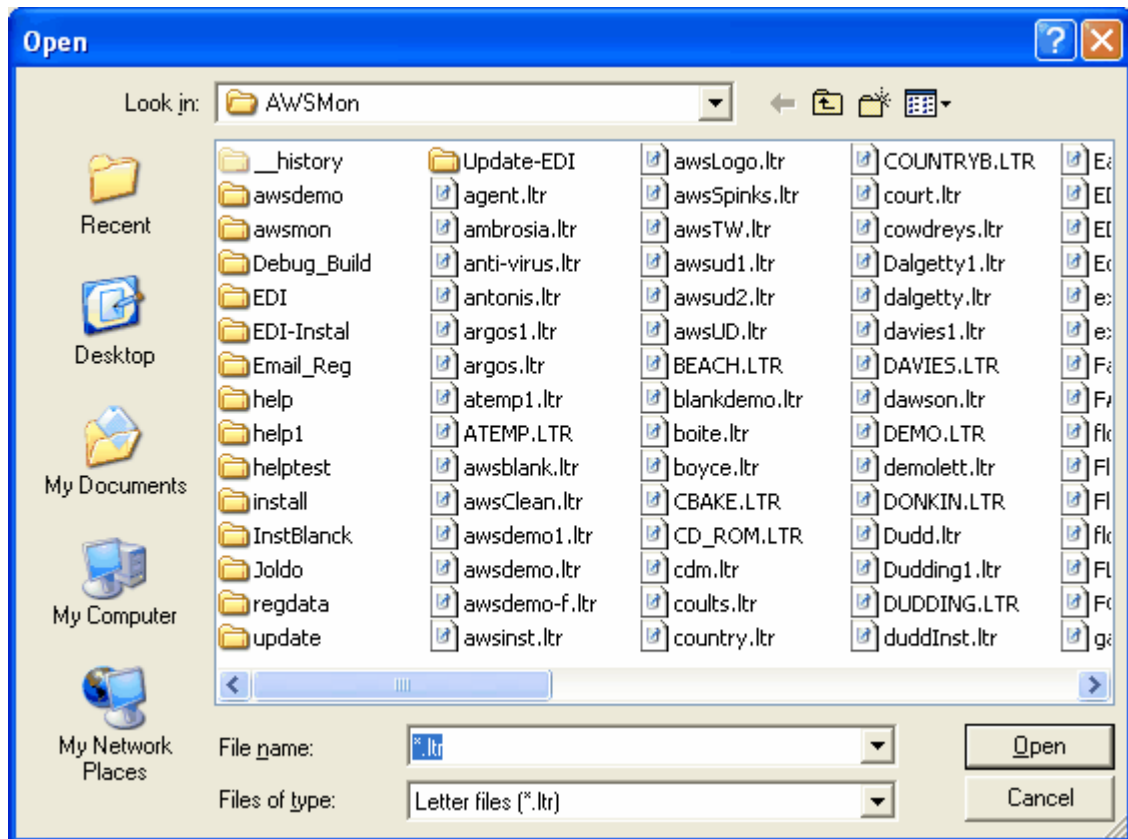
There is a facility, in Customer Maintenance, for mail merging and printing letters. The body of the letter is taken from a pre-prepared file and merged into a complete letter using the name and address details of the customer.

The **Letter Text Editor** allows you to create the body of the letter. In this way, you can have a set of standard letters that can be mail-merged quickly and easily.

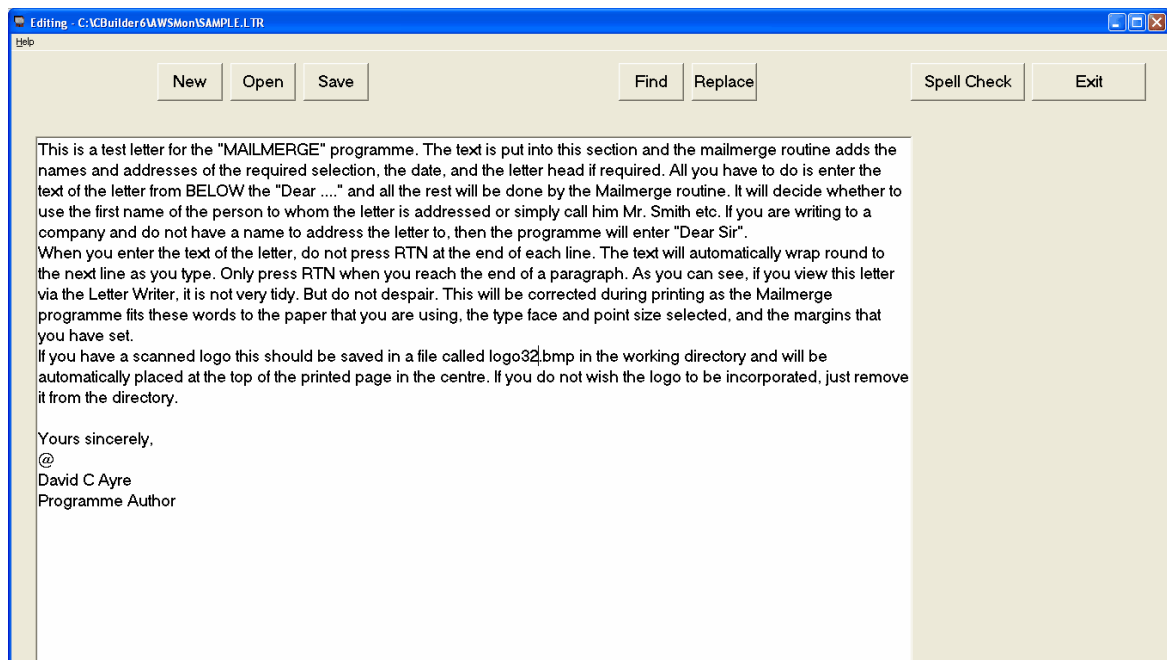


**New Letter** - Click **New** to start a new letter. Enter the body text for the letter, i.e. all that comes after the Dear Mr Smith.

**Open Existing Letter** - If you have already created a letter and want to modify it, Click **Open**.

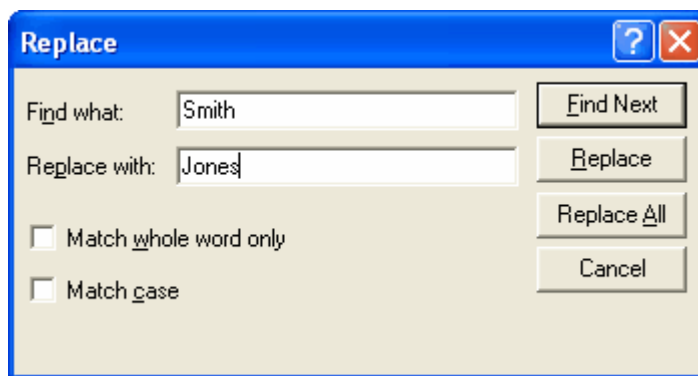


Double-click the letter you want to edit. All letter files have an extension of .ltr.

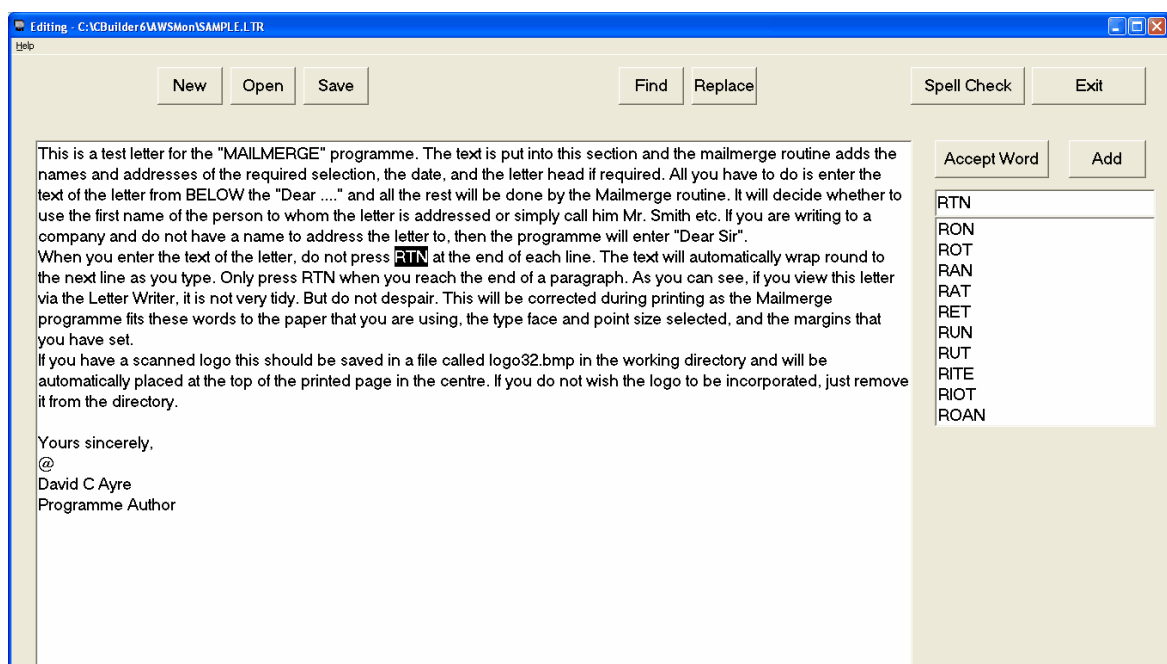


The text can then be edited as you wish. In the example, you will notice that a @ is placed at the beginning of the line below the 'Yours sincerely'. This will be replaced by your signature. You will need to scan your signature, in black and white, in .bmp format and place the file in the c:\aws32 folder. The file must be named **bitmap.bmp**.

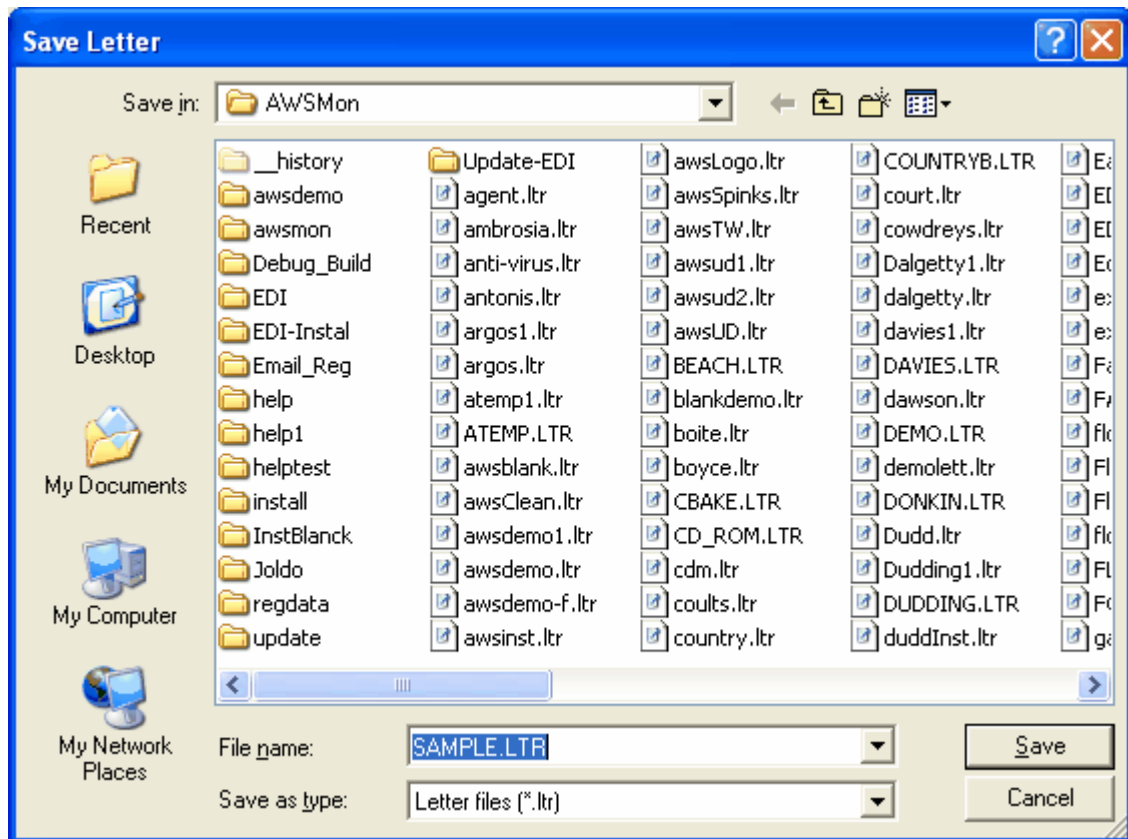
**Find and Replace** - You can use the find and replace buttons to make quick changes to details in the text.



**Spell Check** - There is a built-in spell-checker. Click 'Spell Check' to run the routine.



The check will scan through the text and stop if it finds a word it doesn't recognise. A list of suggestions will appear from which you can select an alternative, or if the word is all right you can add it to the dictionary by clicking **Add**, or you can just accept the word by clicking **Accept Word**. When you have finished editing, you must save the letter by clicking **Save**.

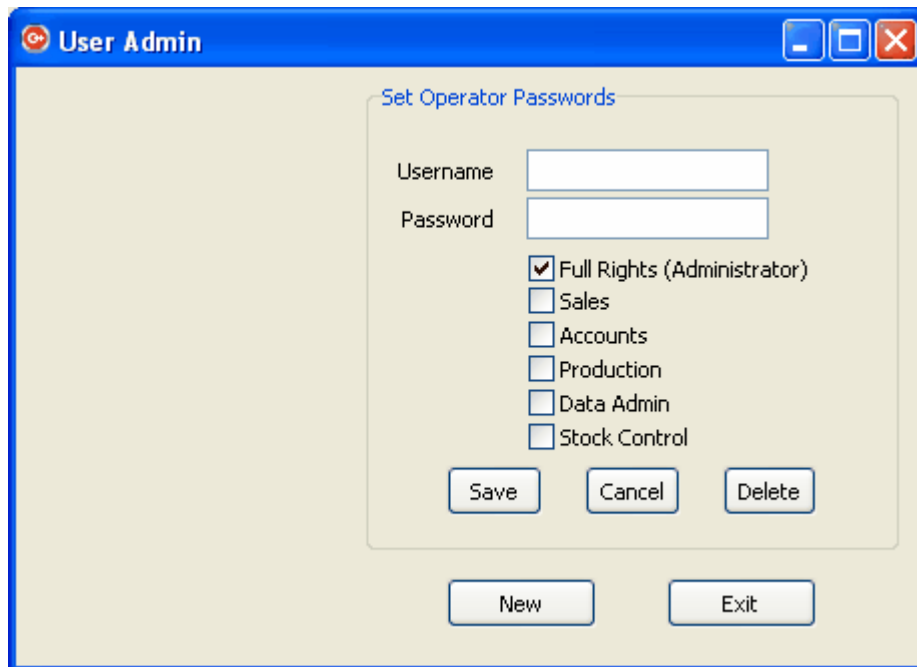


If you are editing an existing letter, it will display the name of the file you are editing. You can either save it with the same name to overwrite the existing file, or you can change the name and save it as a different file.

Click **Exit** to close the **Letter Text Editor**.

## 2.5.2 User Admin

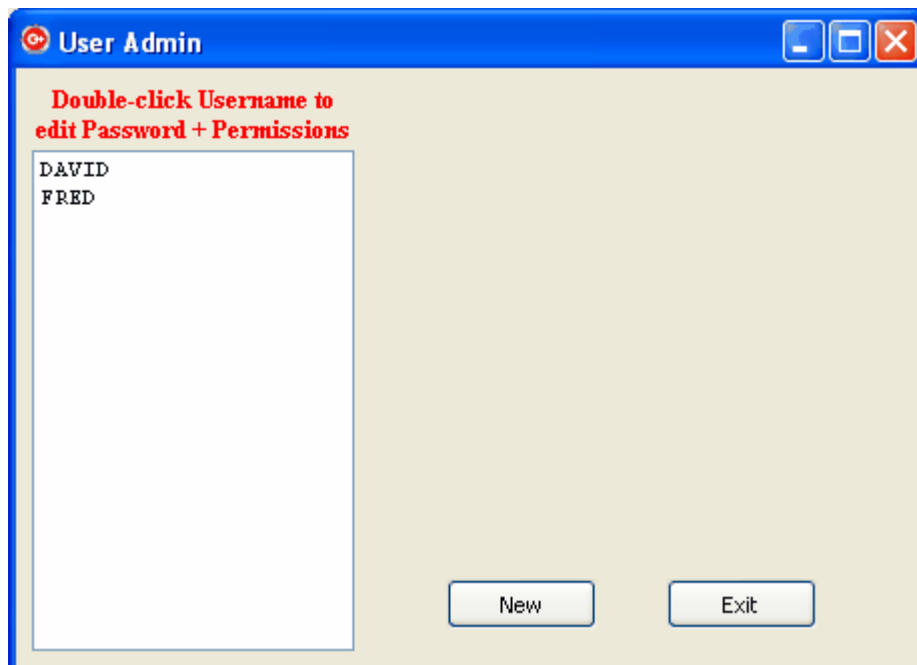
Wholesaler has the ability to limit the use of the programme to only those with allocated usernames and passwords. The authorised users can also be limited as to which sections of the programme they have access to.



The 'User Admin' dialog box has a blue title bar with standard window controls. The main area is titled 'Set Operator Passwords' and contains a 'Username' text box, a 'Password' text box, and a list of permissions with checkboxes: 'Full Rights (Administrator)' (checked), 'Sales', 'Accounts', 'Production', 'Data Admin', and 'Stock Control'. At the bottom are 'Save', 'Cancel', and 'Delete' buttons. Below the dialog box are 'New' and 'Exit' buttons.

If there are no users entered at this time, the first user will be entered as the Administrator with full access rights. This is important as the only user must have access to the **User Admin** section to be able to add more users. Enter the Username and their password and click **Save**. To add further users, click **New** and enter the username and password and tick the boxes to the sections to which they are to have access. Click **Save** to save the details.

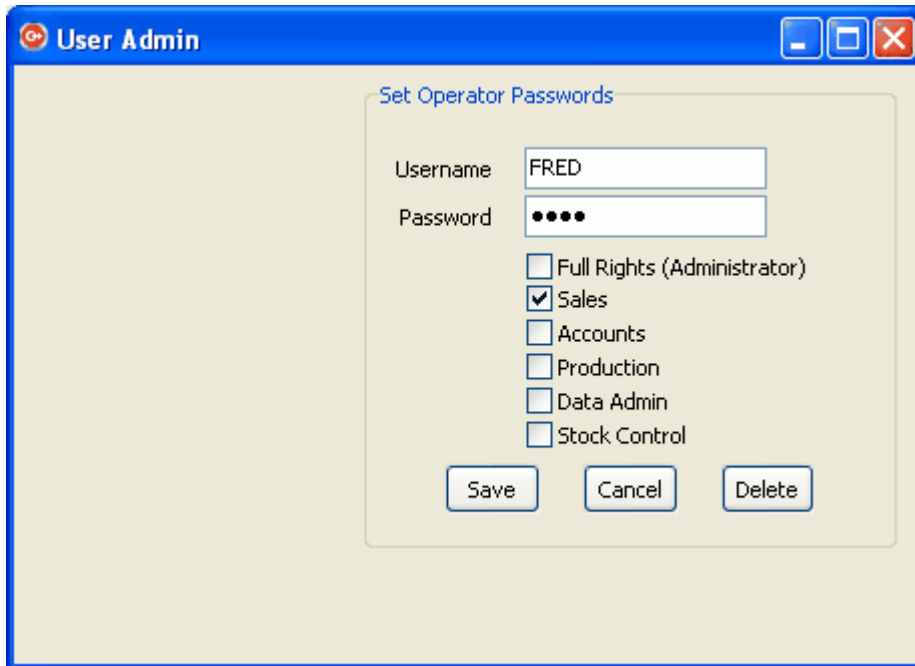
To Edit a Username/password open **User Admin** and you will see a list of existing users.



The 'User Admin' dialog box shows a list of users: 'DAVID' and 'FRED'. A red instruction reads: 'Double-click Username to edit Password + Permissions'. At the bottom are 'New' and 'Exit' buttons.

Double-click the user you wish to edit, or click **New** to add a new user.

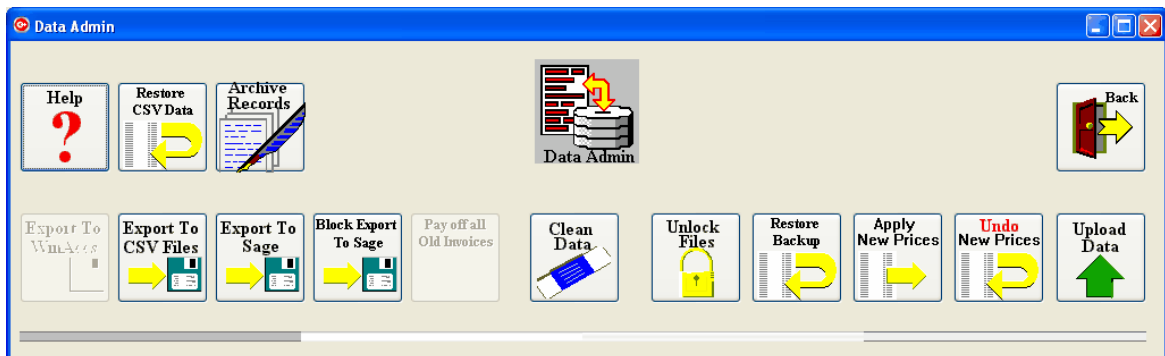




You can then change the details to give more or less access, or change the password.  
Click **Delete** to remove the user.  
Click **Cancel** to leave the record unchanged.

### 2.5.3 Data Admin

This section contains a number of tools which deal with the database records.



**Help** - This displays the on-screen help files.

**Restore CSV Data** - If you have exported your data in csv form, it can be restored using this section. This section should only be used with the help of Wholesaler Software personnel. **N.B. restoring data will always destroy the existing data, so it should only be done as a last resort.**

**Export to WinAccs** - If WinAccs is the accountancy package that you are using, this button will be enabled to allow you to export the accounts data to WinAccs.

**Export To CSV Files** - This will produce export files in a comma separated format which can be imported into Excel for printing and/or analysis. These files will be found in the c:\aws32 folder after you have run the export routine.

**Block Export To Sage** - This will export all the historical data to Sage. The purpose of this is to setup Sage if you start to use it after Wholesaler has been in use for some time.

**Pay off all old invoices** - This button can only be used with Comtech supervision. It is used to pay off all unpaid invoices. This is when you have not been entering receipts via WSaler.

**Clean Data** - This routine can be run to check the integrity of the database and repair where possible. It will also remove orders that still exist in the database after their delivery date.

**Unlock Files** - If the programme is closed abnormally due to a computer crash or loss of power, or

by pressing Ctrl/Alt/Del to force the programme to close, file can be left locked. Click this button to clear the locks.

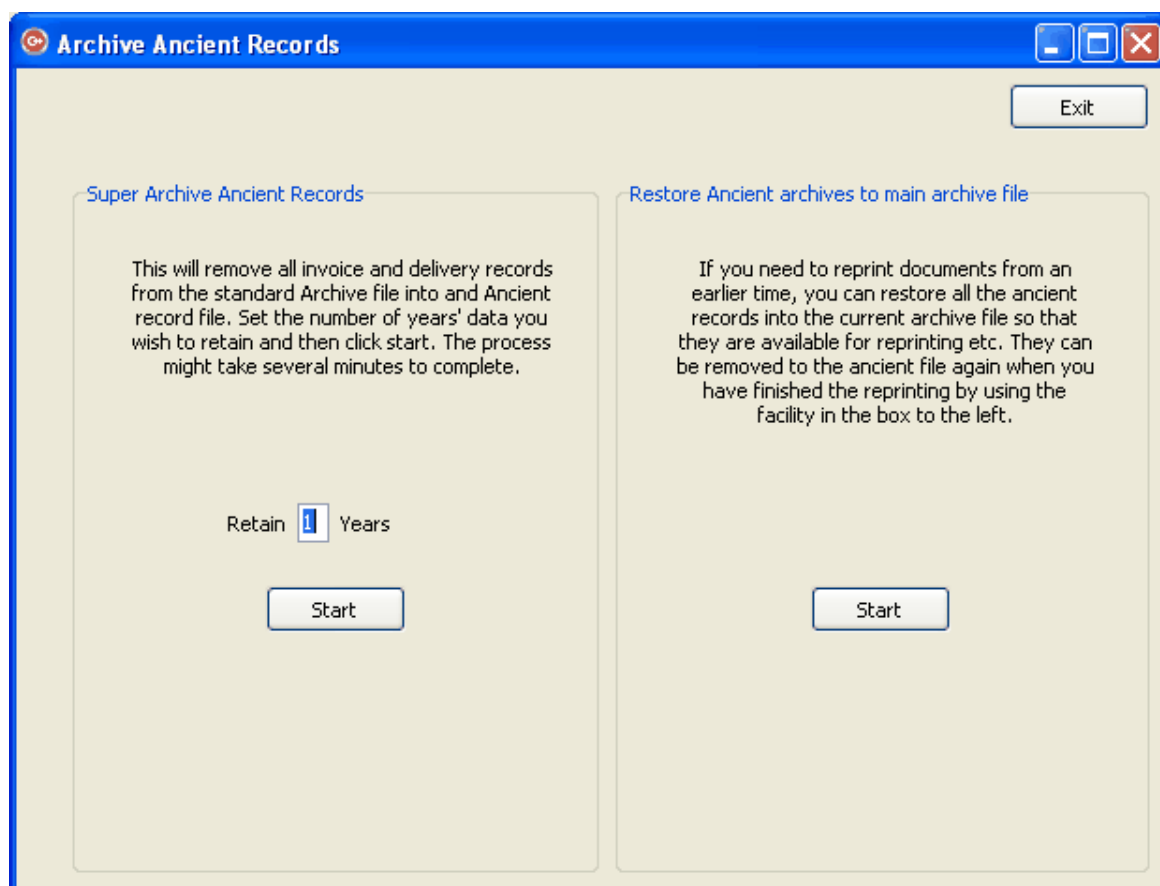
**Restore Backup** - If there has been a computer malfunction and data has been lost, it may be necessary to restore data from a previous backup. **N.B. any work done after the backup time will be lost and will have to be re-entered. Use this facility with extreme care.**

**Apply New Prices** - When new prices have been set in the **Price List** section, they are stored in a separate file ready to be applied when required. Click this button to Apply the prepared new prices.

**Undo New Prices** - If the new prices have been applied accidentally, the old prices can be restored using this facility. It is not advisable to keep switching back and forth between the old and the new prices.

**Upload Data** - This will upload a selection of your data to our website to enable us to analyse it for you in the case of a problem.

**Archive Records** - Every so often the invoice file is archived. That is, all paid invoices over 60 days are moved into the archive file. However, the archive file will continue to grow as more records are moved to it. When reprinting documents, the archive file is also scanned for old records which can take a very long time if the file is too big. This button allows you to remove all very old records into a separate ancient archive file to remove very old records from the search. Click this button to get this screen:-



Set the number of years' records you wish to retain in the archive file and click start. The default is 1 year. All older records will be moved into a new file in the WSaler/ancient folder.

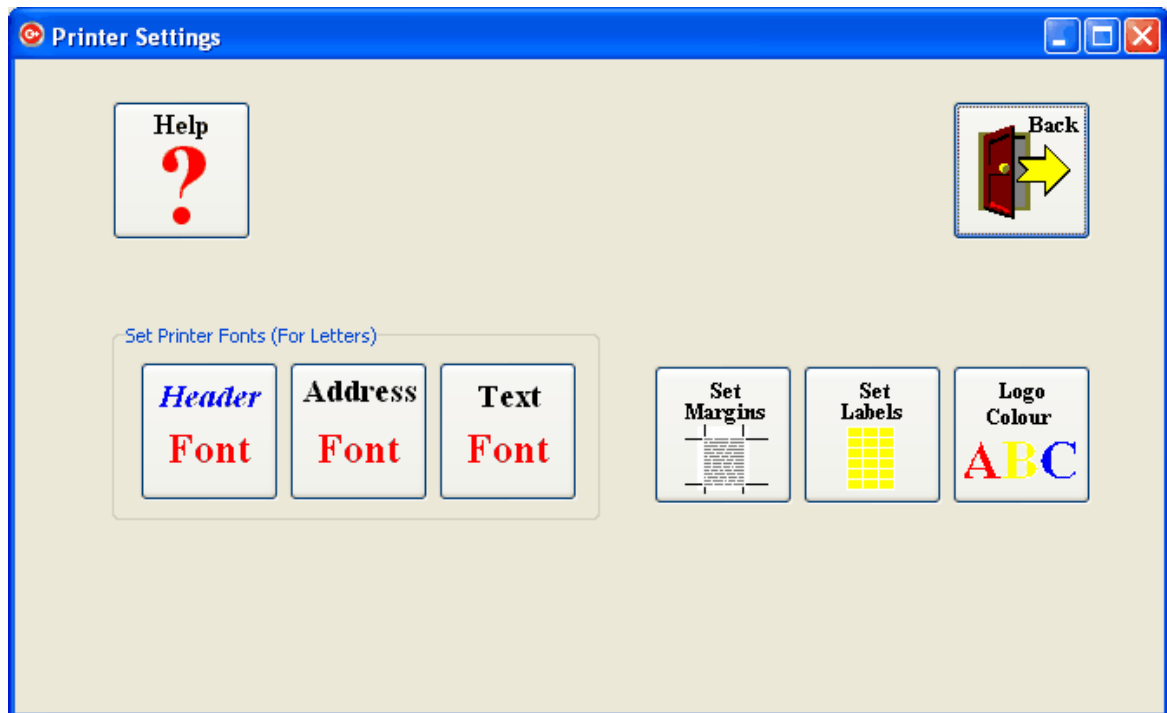
The process may take some time if the archive file is large, but a continuous display of the records being processed will appear below the Start button. When completed, the count will stop changing.

**Restore Ancient Records** - Archives that have been removed to the ancient archive folder can be restored if you need to reprint documents from earlier times. To do this click the 'Start' button in the right-hand section. This will restore all the records from the ancient file and consolidate them into a single archive file.

After reprinting the documents you can re-archive the ancient records as described above.

## 2.5.4 Printer Settings

Part of this section is historical and is not required now.

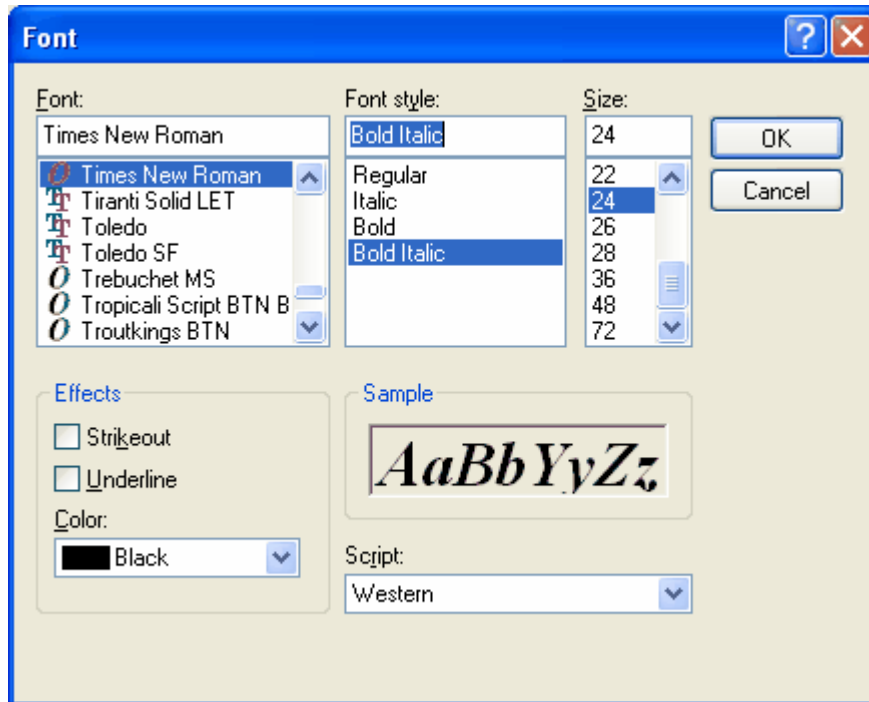


This allows setting of fonts for document printing, margins, labels format and logo colour for the older black and white logos allowing the logo to be printed in a block colour. it is now possible to have full colour logos so this setting is redundant in that case.

### 2.5.4.1 Setting Fonts

It is possible to set the font type and size for document printing, however, it is best to keep the address fonts and the text fonts as set, as it can cause problems with document format if fonts are too large to fit all the content on the page.

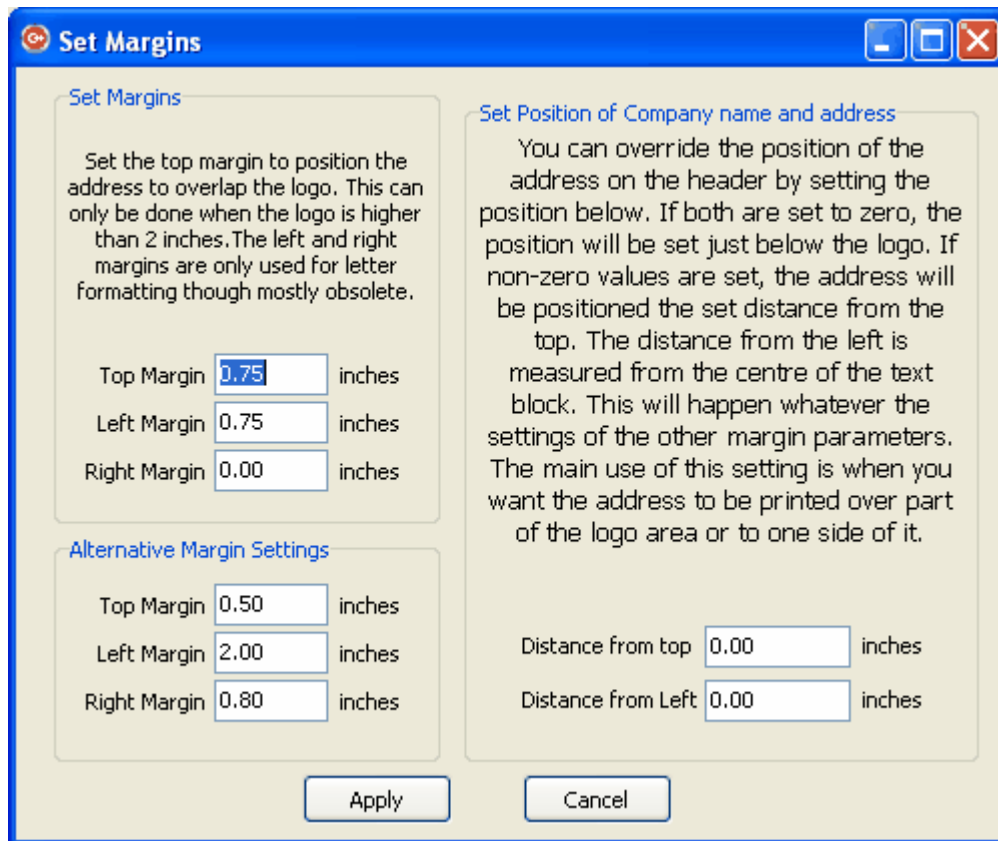
The Header font can be set as required as this only affects the company name at the top of the printed documents.



Select the required font, style and size and click OK to save the setting. In the example above, the company name will appear in Times New Roman lettering in bold-italic 24 point in size. It is recommended that the address font is left at regular 8 point and the text font at regular 12 point.

#### 2.5.4.2 Setting Margins

There is not much need to adjust the margins as these are mostly dealt with automatically within the programme. When there is a logo, the company name will be positioned just below it. If, on the other hand, you wish to overlap the name/address group with the logo, you can set the top margin to the distance down that the company name must be printed. Otherwise the top margin should be set to zero.



**Set Margins**

**Set Margins**

Set the top margin to position the address to overlap the logo. This can only be done when the logo is higher than 2 inches. The left and right margins are only used for letter formatting though mostly obsolete.

Top Margin  inches

Left Margin  inches

Right Margin  inches

**Alternative Margin Settings**

Top Margin  inches

Left Margin  inches

Right Margin  inches

**Set Position of Company name and address**

You can override the position of the address on the header by setting the position below. If both are set to zero, the position will be set just below the logo. If non-zero values are set, the address will be positioned the set distance from the top. The distance from the left is measured from the centre of the text block. This will happen whatever the settings of the other margin parameters. The main use of this setting is when you want the address to be printed over part of the logo area or to one side of it.

Distance from top  inches

Distance from Left  inches

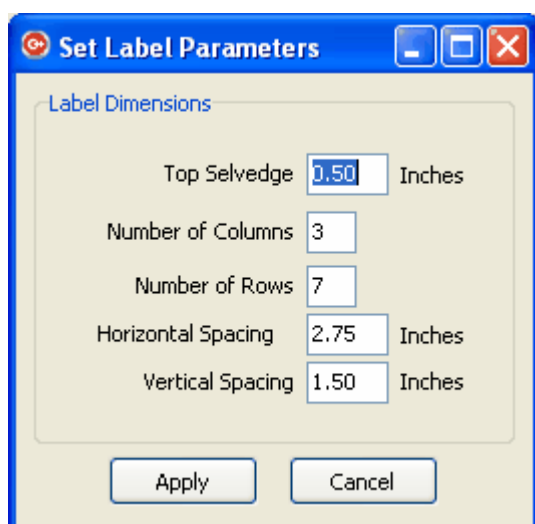
Apply Cancel

When printing letters, you are given the option of two sets of margins. Option A is the normal setting while Option B gives a large left side margin for the address to be set at the side rather than the top.

If you are using a full page logo, it is possible to position the company name and address anywhere on the page by setting the values of 'Distance from the Top' and 'Distance from the Left' in inches. The distance from the left is the distance from the left hand edge of the paper that can be printed, to the centreline of the company name/address group.

#### 2.5.4.3 Setting Labels

There is the facility for printing labels in the Customer Maintenance section. Adhesive labels can be bought in sheets containing various sizes of label. The default type is A4 sheets with 3 columns of 7 rows with a top and bottom selvedge.



**Set Label Parameters**

**Label Dimensions**

Top Selvedge  Inches

Number of Columns

Number of Rows

Horizontal Spacing  Inches

Vertical Spacing  Inches

Apply Cancel

If you use a different label sheet format, you will have to change the dimensions in the boxes, above.

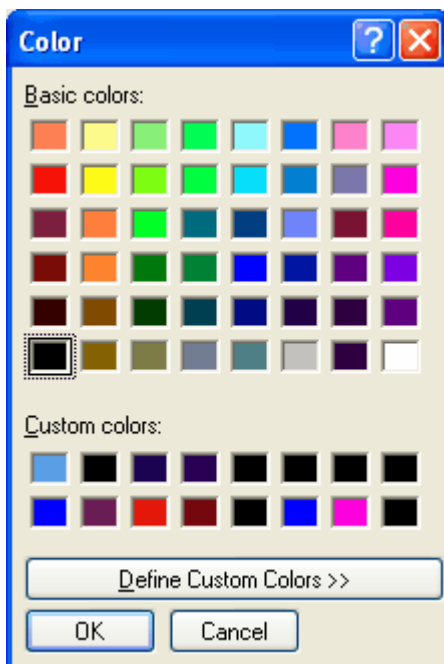
#### 2.5.4.4 Logo Colour

With the latest version of WSaler (WSaler32) you can use full colour logos. The name of the file must be logo32.bmp.

If you have a logo from the earlier version (logo.bmp) this will print in black and white. However, you can change the colour setting so that it prints in a block colour other than black.

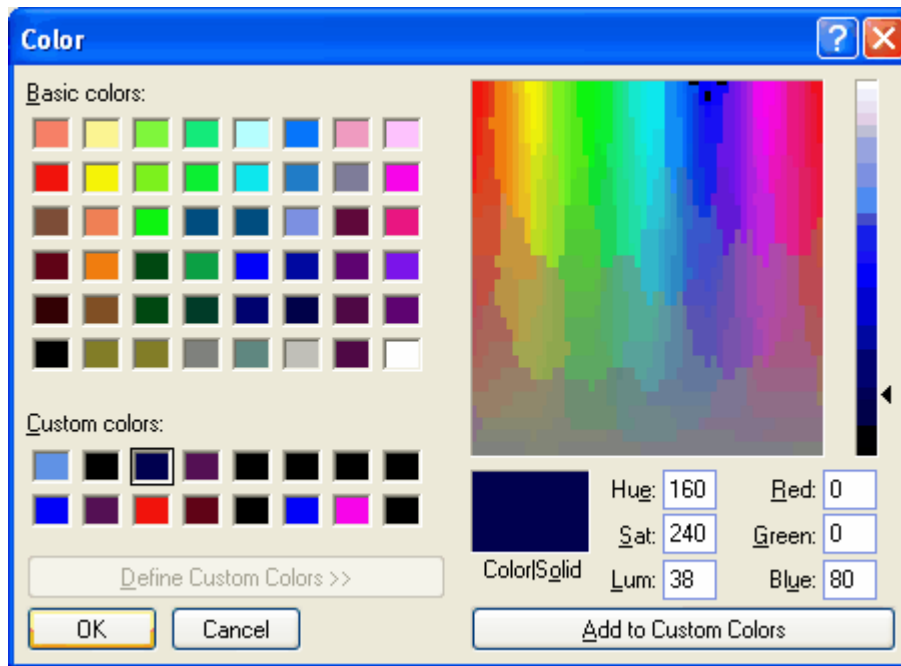


Click 'Set Logo Colour' to get the palette screen :-



Select the colour you require and click OK. If you require a custom colour, you can create those as follows :-

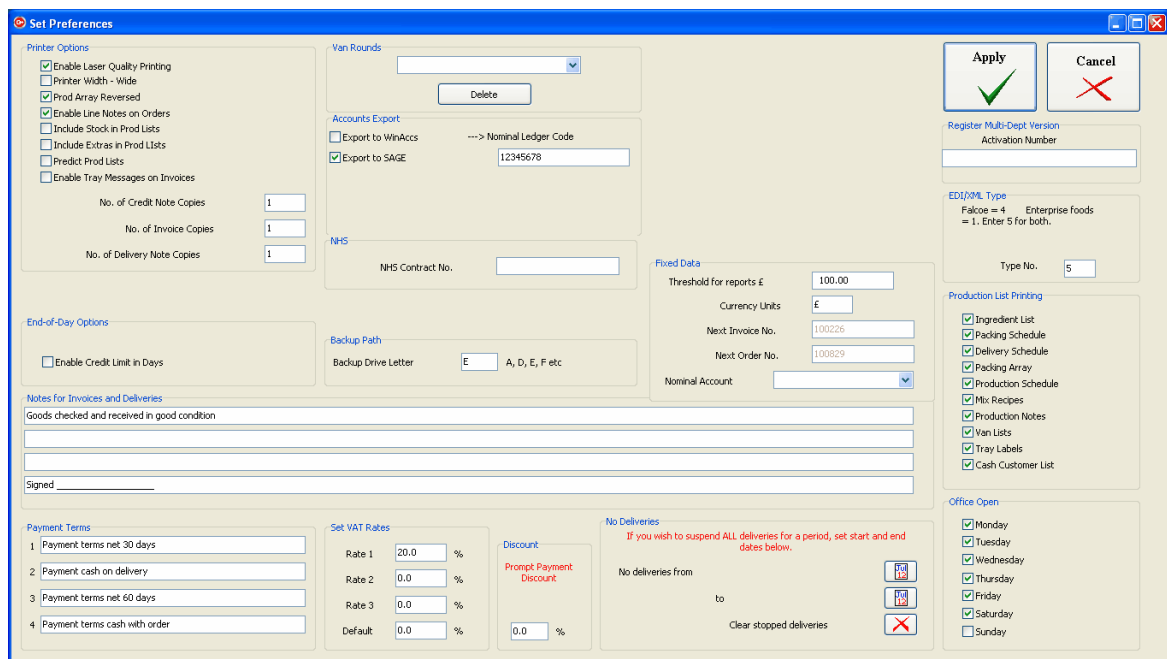
1. Select one of the custom colours to change.
2. Click 'Define Custom Colors'.



Select the colour from the palette and then click 'Add to Custom Colors'. You can then select that colour for your logo.

## 2.5.5 Set Preferences

There are many settings that you can customise to meet your special requirements in the **Preferences** section.



The Preferences are divided into groups in group boxes as follows :-

## Printer Options

1. **Enable Laser Quality Printing** - This allows a graphics image to be compiled and send to the printer instead of the more basic dot-matrix format. Dot-matrix printers were used as they were

fast and quite cost effective. There are now some very fast and economical laser and inkjet printers available these days, and we would recommend the use of one of these if possible as they are less problematic. Set this option for all non-dot-matrix printers.

2. **Printer Width - Wide** - This applies to dot-matrix printers with a wide carriage using wide paper to allow better printing of Production Arrays. Not applicable to Laser or inkjet printers.
3. **Prod Array Reversed** - The production array can be formatted with the customers down the side and products across the top or vice-versa. Tick this to give the reverse format.
4. **Enable Line Notes on Orders** - You can put notes on individual lines of an order with this option set.
5. **Include Stock in Prod Lists** - Set this to take into account the amount of each product you have in stock. For instance, if you have 20 of a product in stock and you have orders for 50, you only need to produce 30 new items.
6. **Include Extras in Prod Lists**
7. **Predict Prod Lists**
8. **Enable Tray Messages on Invoices** -
9. **Enter No. of Printed Copies** - There are three boxes where you can set the number of copies of each document that you wish to print.

## Van Rounds

There is a dropdown list of default **Van Round** names, e.g. Van 1, Van 2, etc. You can delete any of these by selecting the unwanted van round and then clicking '**Delete**'. To enter a new **Van Round**, enter the name in the box and click the '**Apply**' button.

## Accounts Export

Wholesaler will export accounts transactions to an external accounts package. The recommended package is Sage Line 50, though it will also export to WinAccs for historical reasons.

1. Tick the accounts package to which you wish to export. Sage is the default. Then, whenever you print an invoice or credit note, or enter a receipt, the transaction will be added to the Sage export file in the Sage subfolder of your data. (c:\wsaler\sage for a stand-alone computer).
2. If you export to WinAccs, you will have to enter a nominal ledger code in the box.
3. If the system is activated to export full itemised invoices to Sage, the 'TotalSage' group box will be visible as shown below.

**Set Preferences**

**Printer Options**

- ☒ Enable Laser Quality Printing
- ☐ Printer Width - Wide
- ☒ Prod Array Reversed
- ☒ Enable Line Notes on Orders
- ☐ Include Stock in Prod Lists
- ☐ Predict Prod Lists
- ☐ Enable Tray Messages on Invoices

No. of Credit Note Copies: 1  
No. of Invoice Copies: 1  
No. of Delivery Note Copies: 1

**Van Rounds**

Van Round: [Dropdown]  
Delete

**Accounts Export**

☐ Export to WinAccs  
☐ Export to SAGE

---> Nominal Ledger Code: 12345678

**Export Total Invoice**

☒ Total Export to SAGE  
☐ Print Hard Copy

**NHS**

NHS Contract No.: [Text Box]

**Fixed Data**

Threshold for reports £: 100.00  
Currency Units: £  
Next Invoice No.: 100226  
Next Order No.: 100829  
Nominal Account: [Dropdown]

**Production List Printing**

- ☒ Ingredient List
- ☒ Packing Schedule
- ☒ Delivery Schedule
- ☒ Packing Array
- ☒ Production Schedule
- ☒ Mix Recipes
- ☒ Production Notes
- ☒ Van Lists
- ☒ Tray Labels
- ☒ Cash Customer List

**Office Open**

- ☒ Monday
- ☒ Tuesday
- ☒ Wednesday
- ☒ Thursday
- ☒ Friday
- ☒ Saturday
- ☐ Sunday

**Payment Terms**

- 1 Payment terms net 30 days
- 2 Payment cash on delivery
- 3 Payment terms net 60 days
- 4 Payment terms cash with order

**Set VAT Rates**

Rate 1: 20.0 %  
Rate 2: 0.0 %  
Rate 3: 0.0 %  
Default: 0.0 %

**Discount**

Prompt Payment Discount: 0.0 %

**No Deliveries**

If you wish to suspend ALL deliveries for a period, set start and end dates below.

No deliveries from [Text Box] to [Text Box]  
Clear stopped deliveries

**Apply** **Cancel**

In this setting you can opt to print or not print the invoices by ticking the '**Print Hard Copy**' tickbox.



## NHS

The NHS sometimes requires special reports and documentation. If this is the case you can enter the NHS contact No. here.

## End-of-Day Options

There is now only one option in this box and that is to allow you to set a customer's credit limit to a number of days rather than limit it by the amount spent. Tick the box to activate this option and then edit the customers' records to set the number of days. Each customer can have a different credit period.

## Backup Path

It is always a sensible thing to backup your data on a regular basis. The system automatically makes a backup each day when you start the programme, but in case this fails, for some reason, it is a good idea to make an external backup on removable media such as a memory stick. These backups can be done at any time, and it is sensible to take a backup before doing an invoice run, for example. Then, if the printer should fail or the system crash during the process, you will be able to restore the data to the state it was before the problem occurred. To enable this you need to enter the drive letter of the USB socket to which you attach the memory stick. The above example shows the drive equal to 'E'.

You can make a backup from the **'Finance'** section.

## Fixed Data

This section allows you to enter certain items of fixed data as follows :-

1. Threshold of Reports. (Default = £100). this is used of a cutoff point in some of the reports.
2. Currency Units. (Default = '£'). This can be changed for other types of currency.
3. Next Invoice No. This is for information only as you cannot change this.
4. Next Order No. This is also for information only and cannot be changed. If either 3 or 4 needs to be changed, it can be done with the help of Wholesaler Software personnel only.
5. Nominal Account. There is a default Nominal account No. for exported transactions to an external accounting package, the value being 1200. If you need a choice of several numbers when entering receipts, you can enter the new numbers here, clicking 'Apply' after each number is entered.

## Notes for Invoices and Deliveries

There are four boxes where you can enter notes to be printed on documents. Default notes are entered but you can change these as required. N.B. all four lines of notes are printed, so if a line is left blank there will be a space between the preceding and following lines. In the example, the two middle lines are left blank to leave room for the recipient of the goods to sign for them.

## Payment Terms

There are four boxes where payment terms can be entered. Default terms are entered, but these can be changed as required. Click 'Apply' after the changes have been made to save the changes. In the customer record you can enter number of the applicable terms for each customer. If a customer has terms 3 entered, Terms 3 will be printed on the invoice.

## Set VAT Rates

You can setup four separate VAT rates, one being the default rate that will appear on each product. In the example, above, the default rate is set at 0% as most bread products are zero rated. The current standard VAT rate is 20% (at time of writing) and this is entered into Vat Rate 1 where it can be selected if required.

## Discount

There is a wide range of discount possibilities for bakers and general wholesalers, most of which are specified in the individual customer record as each customer can have a different discount structure. If you wish to offer a **Prompt Payment Discount**, this can be done by setting the discount percent in this box. If the discount is set at zero %, (default setting), no Prompt Payment Discount is allowed. If, however, you set a non-zero discount, that discount will be offered if the receipt is entered within 7 days of the invoice date.

## No Deliveries

It is possible to stop all orders being created for a period between two dates by setting clicking on the date buttons and setting the start and end date of the stop period. This might be done if you are closing for a period for some reason (annual holidays or refurbishing, etc). To clear these dates, click the Cancel button beneath the Date buttons.

## EDI/XML Type

If you receive orders and/or send invoices by means of EDI or XML, you would need to set the relevant code in this section. The two standard methods are via Enterprise Foods (code 1) or Falcoe (code 4). Code 2 is used for certain XML exports. Before setting this code you should contact Wholesaler Software/Comtech Software for advice.

## Production List Printing

This section allows you to tick the production lists you will be wanting to print. If a list is not ticked, you will not be given the option to print it when in the Production Lists section. If the list is ticked, you will be given the option to print it, but need not do so if you do not need it at the time.

## Office Open

Tick the days that the office will be open and that you will be making deliveries. In the example, Sunday is not ticked, which means that if you create orders on Saturday for the next delivery, they will be dated for the Monday, not the Sunday.

## Multi-Department Version

You can upgrade your licence to allow multi company/Department access. (Contact Wholesaler Software/Comtech Software for details).

## 2.6 Ingredient Control

If you have setup the details recipes for your products, the ingredient usage will be recorded so that you can see if you are going to be short of anything for the next production run. You will also have to make sure that you enter all newly bought ingredients in this section so that the programme can keep an accurate tally of the the amount in stock at any time.

**Ingredient Stock Control**

Full List Print List Clear Stock Find Back

Product Data

Code: Quantity: ☐ Goods In ☐ Goods Out ☐ Waste Cost Price: 26096.91

Code	Ingredient	Min Stock	Stock	Value £	Cost/Qty
A1120	FLOUR TEMP	0	100 kg	30.63	9.80/ 32
A1121	FLOUR WHITE	3	31849 kg	10948.09	11.00/ 32
A1122	FLOUR BROWN	50	80 kg	0.95	0.38/ 32
A1123	FLOUR GRAN	50	29783 kg	11150.01	11.98/ 32
A2213	PORK PIE LG	5	20 Unit	7.00	0.35/ 1
A2214	PORK PIE SMALL	10	480 Unit	58.33	12.15/ 100
B3141	YEAST	3	4 kg	2.86	3.25/ 5
C1132	MILK	5	192 Litre	6.10	0.79/ 25
C3346	WATER	0	0 Unit	0.00	0.00/ 1
D1000	PORK - LEAN	50	750 kg	2400.00	320.00/ 100
D1100	FAT - PORK	50	350 kg	175.00	50.00/ 100
D1200	LARD	30	500 kg	225.00	45.00/ 100
D1423	FAT	2	14 kg	6.37	4.57/ 10
E1000	RUSKS	20	150 kg	90.00	30.00/ 50
E1100	SEASONING	50	500 kg	300.00	60.00/ 100
E3324	SALT	1	15 Unit	3.61	1.24/ 5
E3325	SUGAR	15	348 kg	174.20	2.50/ 5
E3350	IMPROVER	5	7 kg	11.28	1.63/ 1
F1000	PLASTIC WRAP	100	9596 Unit	151.13	15.75/ 1000
F1100	BOX TYPE 1	25	1124 Unit	134.88	12.00/ 100
F1200	BOX TYPE 2	100	1260 Unit	176.48	14.01/ 100
H0001	BEST HAM	5	14 kg	44.80	3.20/ 1
Z1133	ELECTRICITY	0	0 Unit	0.03	0.06/ 1
Z1134	MAN-HOURS	0	0 Unit	0.17	3.77/ 1
Z1135	SLICING	0	0 Unit	0.00	0.00/ 1

The green ListBox shows all the ingredients including the minimum stock level, the actual stock, the value of the stock and the cost per quantity as purchased.

### Logging Goods In

1. Double-click the ingredient to be edited.
2. Enter the amount received in the last delivery into the **Quantity** box.
3. Make sure **Goods In** is ticked.
4. Click **'Apply'**.

This will add the amount received to the stock recorded.

**Editing Ingredient Stock**

Clear Stock Apply Cancel

Product Data

Code: A1122 Quantity: 1000 ☒ Goods In ☐ Goods Out ☐ Waste Cost Price: 26096.91

Description: FLOUR BROWN

Code	Ingredient	Min Stock	Stock	Value £	Cost/Qty
A1120	FLOUR TEMP	0	100 kg	30.63	9.80/ 32
A1121	FLOUR WHITE	3	31849 kg	10948.09	11.00/ 32
A1122	FLOUR BROWN	50	29783 kg	11150.01	11.98/ 32
A2213	PORK PIE LG	5	20 Unit	7.00	0.35/ 1
A2214	PORK PIE SMALL	10	480 Unit	58.33	12.15/ 100
B3141	YEAST	3	4 kg	2.86	3.25/ 5
C1132	MILK	5	192 Litre	6.10	0.79/ 25
C3346	WATER	0	0 Unit	0.00	0.00/ 1
D1000	PORK - LEAN	50	750 kg	2400.00	320.00/ 100
D1100	FAT - PORK	50	350 kg	175.00	50.00/ 100
D1200	LARD	30	500 kg	225.00	45.00/ 100
D1423	FAT	2	14 kg	6.37	4.57/ 10
E1000	RUSKS	20	150 kg	90.00	30.00/ 50
E1100	SEASONING	50	500 kg	300.00	60.00/ 100
E3324	SALT	1	15 Unit	3.61	1.24/ 5
E3325	SUGAR	15	348 kg	174.20	2.50/ 5
E3350	IMPROVER	5	7 kg	11.28	1.63/ 1
F1000	PLASTIC WRAP	100	9596 Unit	151.13	15.75/ 1000
F1100	BOX TYPE 1	25	1124 Unit	134.88	12.00/ 100
F1200	BOX TYPE 2	100	1260 Unit	176.48	14.01/ 100
H0001	BEST HAM	5	14 kg	44.80	3.20/ 1
Z1133	ELECTRICITY	0	0 Unit	0.03	0.06/ 1
Z1134	MAN-HOURS	0	0 Unit	0.17	3.77/ 1
Z1135	SLICING	0	0 Unit	0.00	0.00/ 1

### Logging Goods Out

1. Select the ingredient and enter the amount that has been taken out of stock.

2. If the stock has been sold, tick **Goods Out**.
3. If the stock has been wasted, tick **Waste**.
4. Click '**Apply**' to save.

## Find

If you have a vast array of ingredients, it is possible to reduce the list displayed for ease of use.

1. Click **Find**.
2. enter the first character of the ingredient code into the **Code** box. The list will immediately change to show only ingredients with a code starting with the letter you have entered. If you have chosen your codes carefully, this will give you ingredients of a certain type.
3. You can refine the list further by adding the second letter of the code. In the above example, A1 would show only the flours.
4. You can click **Full List** to clear the selection and display the full ingredient list again. This is the same as removing the letters typed into the **Code** box.
5. Click **Cancel** to return to the normal screen.

## Clear Stock

Click this to set all the ingredient stock to zero. This would only be necessary if you were wanting to enter the current stock from scratch after a stock take.

## Print List

Click this button to print out a list of the ingredient stock situation.

## 2.7 Stock Control

If you make extra product on a daily basis, you will need to keep track of how much stock you have so that you can amend the production quantities if you already have some stock. If you set the **Include Stock in Prod Lists** in the **Utilities/Preferences** section, the stock shown in the **Stock Control** list will be taken into account when you print the **Production Lists**.

The screenshot shows the 'Stock Control' window. At the top, there are buttons for 'Full List', 'Print List', 'Calculate', 'Clear Stock', 'Find', and 'Back'. Below these is a 'Product Data' section with fields for 'Code', 'Description', 'Quantity', 'Selling Price', and 'Cost Price'. There are also checkboxes for 'Stock', 'Return', 'Remove', and 'Waste'. The main area is a table with columns: Code, Product, Stock, Value, and Cost. The table lists various ingredients like 'LARGE W/M LOAF', 'NEW TEST PRODUCT', 'SMALL W/M LOAF', etc., with their respective stock levels, values, and costs.

Code	Product	Stock	Value	Cost
A120	LARGE W/M LOAF	8	6.00	1.48
A120A	NEW TEST PRODUCT	0	0.00	0.00
A121	SMALL W/M LOAF	12	7.06	1.32
A121S	SMALL W/M SLICED	0	0.00	0.00
A122	LARGE W/M SLICED	15	15.30	2.81
A123		0	0.00	0.00
A124	LG WHITE SLICED	0	0.00	0.00
A124A	DOUBLE SLICED PACK	20	28.35	0.00
A125	LG WHT THICK SL	6	6.22	1.22
A126	LARGE BROWN LOAF	5	4.62	0.16
A127	LG BROWN SLICED	23	21.73	1.12
A128	LG BROWN THICK	12	11.29	0.59
A129	GRAN LARGE	1	0.97	0.19
A129-T	TRAY GRAN LARGE	3	26.93	0.00
A130	GRAN LG SLICED	3	2.95	0.64
A131	GRAN LG THICK	13	12.74	2.76
A132	SMALL WHITE LOAF	17	10.54	2.06
A133	SM WHT SLICED	0	0.00	0.00
A134	SM WHT THICK	4	2.50	0.56
A135	SMALL BROWN LOAF	0	0.00	0.00
A136	SM BROWN SLICED	6	3.88	0.14
A137	SM BROWN THICK	0	0.00	0.00
A138	SMALL GRAN LOAF	4	2.60	0.02
A139	SM GRAN SLICED	0	0.00	0.00
A140	SM GRAN THICK	0	0.00	0.00
B100	WHITE COB LG	25	5.25	0.72
B101	BROWN COB LG	0	0.00	0.00

The list includes the product code, description, stock amount, sales value and cost.

### Setting the stock levels

1. Double-click the product.
2. Enter the amount of stock that you have.
3. Check that **stock** is ticked.
4. Click **Apply**.

The same procedure should be followed to return, remove stock or enter it as waste. In these cases the alternative tickboxes should be ticked.

## Find

If you have a vast array of products, it is possible to reduce the list displayed for ease of use.

1. Click **Find**.
2. enter the first character of the product code into the **Code** box. The list will immediately change to show only products with a code starting with the letter you have entered. If you have chosen your codes carefully, this will give you products of a certain type.
3. You can refine the list further by adding the second letter of the code.
4. You can click **Full List** to clear the selection and display the full product list again. This is the same as removing the letters typed into the **Code** box.
5. Click **Cancel** to return to the normal screen.

## Clear Stock

Click this to set all the product stock to zero. This would only be necessary if you were wanting to enter the current stock from scratch after a stock take.

## Print List

Click this button to print out a list of the product stock situation.

## Calculate

Click this to re-calculate the product costs.

# How to use the Wholesaler Software

## Operation Instructions

# Part

---



### 3 Operational Procedure

#### Initial Static Data Setup

Before you can start using **Wholesaler**, you will need to enter all your static data as follows:-

1. **Customer Data** - This will include the name and address of the customer, email address if the customer requires emailed invoices etc., the discount structure, credit limit, if applicable, payment terms, van round and account type (usually weekly). If you have this data in an Excel spread sheet we can import it into the database for you. Each customer must have a unique code and it is advisable to choose these to assist sorting. It is also a good idea to keep all codes to the same number of characters.
2. **Supplier Data** - This would be used in the purchase of ingredients.
3. **Product Data** - This is the list of your products. Each will have a unique code of up to 9 characters and it is a good idea to select these for easy sorting and selecting of product groups. Set the first character to represent the product group, such as B for bread. Set the second character to represent the type of bread, and so on. If you use numbers, it is a good idea to use the same number of digits for all numbers. If you are using three digits, ie up to 999, you should include the leading zeros for the smaller numbers such as 001, 035, etc. This will mean that the products will appear in numerical order correctly. You also have to set each product as either/or **For Sale** or **Mix**. If it is **For Sale** it will appear in the product list for creating orders. If it is a **Mix**, it will be available to be included in a recipe.
4. **Recipe Data** - It is not necessary to include recipes, but inclusion of recipes allows you to keep control of ingredient stock and product costs. To simplify creation of recipes, it is a good idea to first create a set of products labelled as mixes for each of the dough mixes that you use. These will be a standard mix quantity being the maximum that you could handle in one mixing machine. For example, if you made a white dough mix, you would specify the amount of flour, water, etc., that you would need to make this quantity of the dough mix. Then, for each of the products that are made from this mix, you would set the batch quantity to the number of items you could make with this mix. For example, you might be able to make 50 large white loaves or 100 small white loaves, so you would set the batch figure for Large white loaves to 50, and the batch figure for small white loaves to 100, and so on. Now, when you create the recipe for a large white loaf, the ingredients would be 1 white dough mix. You could also add electricity, gas and man-hours to take into account these costs.
5. **Standing Orders** - You would then setup the standing orders for customers that took a similar set of products on a regular basis. These may be different for each day of the week.
6. **Stock Levels** - If you are using the software to keep track of your stock levels, then you would need to enter the stock quantities of products and ingredients that you have at the startup point.

#### Daily Procedures

1. **Converting Standing Orders** - When the programme is started in the morning, you will be invited to convert the **Standing Orders** into **Current Orders**. This will create orders for all the customers that have standing orders setup for them. Some people prefer to convert standing orders for future dates using **Advance Standing Orders**.
2. **Edit and enter new Current Orders** - If customers have any changes to their regular standing orders, these can be edited using the **Orders** section. Throughout the day orders can be entered manually or imported from **EDI** communications.
3. **Download Orders** placed on your ordering web pages (if installed). **If a customer is setup to do Web Ordering, they should not have Standing Orders set up.**
4. **Print Production Lists** - When all the order are in, you can print all the production and delivery lists. It is possible to print interim production lists earlier in the day if production is to start before all the orders are in, but normally this would be done on completion of order entry.
5. **Print Delivery Notes** - This is done **AFTER** the production lists have been printed.
6. **Close Wholesaler** - Wholesaler should be closed down at the end of each day and restarted the following day to allow the internal backup to be carried out and any new updates installed. It is always a good thing to switch off your computer once a day to clear out and accumulated rubbish and re initialise Windows.

## Weekly Procedures

1. **Print Invoices** - This is most commonly carried out at the end of each week, though some people like to invoice more often. Invoices can be printed and posted or emailed directly from **Wholesaler**.
2. **Print Statements** - Statements are usually printed off after the invoice run and either posted or emailed directly from **Wholesaler**.
3. **Enter Receipts** - This should be done whenever a receipt is received. **N.B. Receipts must always be entered via Wholesaler even if an external accounts package is used as these transactions are exported to Sage. If you do not enter receipts, the invoice records will mount up in the database and never be cleared, producing unwieldy files and incorrect customer balances.**



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